



Tohono O'odham Kekel Ha-Maşcamakuđ
Board of Trustees Regular Meeting
May 12, 2022
TOCC Boardroom, Ma:cidag Gewkdag Ki:
S-cuk Du'ag Maşcamakuđ
In Person & Virtual Meeting

Addendums are attached to the end of this document



Tohono O'odham Kekel Ha-Maşcamakuđ

Board of Trustees Regular Meeting

May 12, 2022, 9:00 a.m.

TOCC Boardroom, Gewkdag Ma:cidag Ki:, S-cuk Du'ag Maşcamakuđ

In Person and Virtual Meeting – Phone, Internet via Zoom

Agenda

General Matters

Page No.

- | | |
|---|--------|
| 1. Call to Order / Roll Call | |
| 2. Invocation | |
| 3. Review and Approval of Agenda | |
| 4. Announcements and Upcoming Events | |
| 5. Minutes from April 14, 2022 BOT Regular Meeting – Redlined & Corrected | 02, 09 |
| 6. Call to the Audience | |
| 7. Coronavirus Update | |

New Business

- | | |
|--|----|
| 1. March 2022 Financials – Controller | 16 |
| 2. Investment Portfolio Presentation: 9:30 a.m. schedule. | |
| 3. Human Resources Report – HR Assistant | 50 |
| 4. Reclassification of Human Resources Assistant Position – President | 54 |
| 5. Operations Department New Position Request – Chief of Operations | 61 |
| • Office Coordinator | |
| 6. Solar Panel Installer Program Certificate Review and Approval – Dean for Sustainability, Academic Chair for WCD | 68 |

Reports – by Division and Division Components

- | | |
|---|-----|
| 1. President, HR, Operations, Community of Practice | 83 |
| 2. Education Division | 88 |
| 3. Student Services Division | 100 |
| 4. Sustainability, IT, IE, Workforce and Community Dev. | 107 |
| 5. Student Life, Residence Life, Athletics & Wellness | 111 |

General Matters

- | | |
|----------------------|--|
| 8. Executive Session | |
|----------------------|--|

Adjournment

Tohono O'odham Kekel Ha-Maşcamakuđ
Board of Trustees Regular Meeting
 Thursday April 14, 2022
 9:00 a.m.
 Desert Diamond Casino & Hotel, Tucson, Arizona
 In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

The Board of Trustees Meeting was Called to Order at 9:19 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees:
X			9:19 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:19 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:19 a.m.	Tony (Anthony) Chana, Secretary
X			9:19 a.m.	Jonas Robles, Elder Member
X			9:19 a.m.	Mary Bliss, Member
				Libby (Elizabeth) Francisco (bađ) Member
				Administration Members
X			9:19 a.m.	Dr. Paul Robertson, President
X			9:19 a.m.	Dr. Mario Montes-Helo, Dean for Sustainability
X			9:19 a.m.	Joann Miguel, Dean of Finance
X			9:19 a.m.	Dr. Sam (Sudip) Sen, Dean of Student Services
X			9:19 a.m.	Dr. Tiffany Viggiano, Dean of Academics
				Recorder
X			9:19 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:19 a.m.	Mickie Widener, Human Resources Assistant
X			9:19 a.m.	Ben Jose, Research Assistant
X			9:19 a.m.	Liz (Ofelia) Zepeda, Library Director
X			9:19 a.m.	Mike Mainus, Controller
X			9:19 a.m.	Andriana Jose, Principal Accountant
X			9:19 a.m.	Anselmo Ramon, Academic Chair of WCD
X			9:19 a.m.	Frances Benavidez, Director of Tohono O'odham Studies
X			9:19 a.m.	Iris Nez, Financial Aid Technician (Temporary)
X			9:19 a.m.	Jai Juan, Recruiter
X			9:19 a.m.	Neal Wade, Business Instructor
X			9:19 a.m.	Paschell Wilson, Culinary Instructor
X			9:19 a.m.	Valentine Lee, Lead Security
X			9:19 a.m.	Ron Geronimo, Co-Director, O'odham Language Center
X			9:19 a.m.	Kimberly Danny, Agriculture & Natural Resources Instructor
X			9:19 a.m.	Carmella Ann Pablo, Library Assistant

X			9:19 a.m.	Annamarie Stevens, Transition Coordinator
X			9:19 a.m.	LeAnn Lopez, Payroll Technician
X			9:19 a.m.	Leslie Luna, Co-Director, O’odham Language Center
X			9:19 a.m.	Martha Lee, Consultant
X			9:19 a.m.	Sharon Ramon, Accounting Technician
X			9:19 a.m.	Wendi Cline, Library Assistant
X			10:07 a.m.	Ingrid Segundo, Director of Sponsored Projects
X			10:07 a.m.	Tashina Machain, Administrative Assistant, Phoenix Center
X			10:07 a.m.	Deshon Miguel, IT Manager
X			10:07 a.m.	Jay Juan, Chief of Operations
X			10:07 a.m.	Chandra Claw, Registrar
X			11:11 a.m.	Sylvia Hendricks, Director of Student Life
X			11:42 a.m.	Diana Antone, Financial Aid Technician
X			11:42 a.m.	Novia James, Financial Aid Officer

Executive Summary: TOCC BOT acted on the following at the April 14, 2022 meeting:

- Approved the March 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.
- Approved to keep the Chairperson and Vice Chairperson officers.
- Approved to elect Tony (Anthony) Chana as Secretary.
- Accepted the February 2022 Financial Report as presented.
- Accepted the Human Resources April 2022 Report as presented.
- Approved the TOCC Branding Guide as presented.
- Approved the Project Specialist position and job description as presented.
- Approved the Art Instructor – Phoenix Center position and job description as presented.
- Approved the Program Coordinator position and job description as presented.
- Approved the reclassification of the two Phoenix Center positions and job descriptions – Phoenix Center Director and Phoenix Center Site Technician as presented.
- Approved the process of obtaining quotes for the O’odham Language Center Project.

2. Invocation

A blessing was provided by Joann Miguel prior to breakfast.

3. Review and Approval of Agenda

The BOT meeting agenda was reviewed. A motion was made to approve the meeting agenda.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the meeting agenda.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT.

MOTION APPROVED

4. Announcements and Upcoming Events

- a) The Sells District Council Meeting is scheduled for 5:15 p.m. today. Several board members will be attendance virtually in the TOCC boardroom.
 - b) The Director of Student Life is attending another meeting and will join the BOT meeting later this morning.
 - c) The University of Arizona will host an event: Symposium on American Indian Languages (SAIL) on April 17-18, 2022.
 - d) Happy Easter Sunday sentiments to everyone and their families were expressed.
5. Minutes from the March 10, 2022 regular meeting of the TOCC Board of Trustees.

Corrected minutes for the March 10, 2022 meeting were reviewed by the Board of Trustees.

A motion was made to approve the March 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

MOTION: Motion by Mary Bliss, Seconded by Tony Chana to approve the March 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

6. Call to the Audience – None
7. Coronavirus Update – Dr. Paul Robertson, President

TOCC is working on a ‘Back to Campus’ initiative. The college continues to provide face masks, rapid tests and hand sanitizer as new cases are on the rise. The University of Arizona has imposed a mask requirement and Pima County is re-evaluating its coronavirus requirements. TOCC is not requiring a second booster for employees, ~~faculty~~ and visitors ~~to be~~ on campus.

NEW BUSINESS

In remembrance of Board of Trustee member Libby (Elizabeth) Francisco (bađ), board members acknowledged her contributions to TOCC.

1. TOCC Board of Trustees Election of Officers

Officers for the Board of Trustees takes place at the Regular March Meeting of the BOT.

A motion was made to keep the Chairperson and Vice Chairperson officers as they are.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to keep the Chairperson and Vice Chairperson officers.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

A motion was made to re-elect Tony ~~(Anthony)~~ Chana as Secretary.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to elect Tony (Anthony) Chana as Secretary.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

The BOT Chairperson thanked the ~~BOT~~ members for their service to the college.

2. Financial Report for February 2022 – Mike Mainus, Controller

Mr. Mike Mainus presented the February 2022 Financial Report.

A motion was made to accept the February 2022 Financial Report as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to accept the February 2022 Financial Report as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

3. Human Resources Report – Mickie Widener, Human Resources Assistant

The Human Resources report for April 2022 was included in the board packet.

Paschell Wilson, Culinary Arts Instructor and Rocky Marks, Facilities Maintenance Technician were in attendance via Zoom and introduced to the BOT.

HR Assistant Widener reviewed the Resource List and Employment Vacancy Activity Log.

A motion was made to accept the Human Resources report for April 2022 as presented.

MOTION: Motion by Tony Chana, Seconded by Mary Bliss to accept the Human Resources Report for April 2022 as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

4. TOCC Branding Guide – Jai Juan, Recruiter, Branding Committee

The TOCC Branding Guide information was presented and reviewed. Branding is the process of making an organization recognizable through distinctive design. The purpose of branding is to communicate visually to TOCC's stakeholders and audiences. The brand consists of color, fonts, and visual expressions that signal TOCC's message. The TOCC Branding Guide will be accessible via TOCC's Intranet.

A motion was made to approve the TOCC Branding Guide as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the TOCC Branding Guide as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT
MOTION APPROVED

5. New Position: Project Specialist, O’odham Language Center – Ron Geronimo, OLC Co-Director

The ~~Project Specialist~~ job description was included in the April 2022 board packet.

A motion was made to approve the Project Specialist position and job description as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the Project Specialist position and job description as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

6. New Position: Art Instructor, S-ki:kig Maşcama Ki: (Phoenix Center) – Dr. Tiffany Viggiano, Dean of Academics

The ~~Art Instructor – Phoenix Center~~ job description was included in the April 2022 board packet.

A motion was made to approve the Art Instructor – Phoenix Center position and job description as presented.

MOTION: Motion by Mary Bliss, Seconded by Tony Chana to approve the Art Instructor – Phoenix Center position and job description as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

7. Reclassification of Academic Coordinator Position – Dr. Tiffany Viggiano, Dean of Academics

The red-lined Academic Coordinator job description and the Program Coordinator job description were included in the April 2022 board packet. The Program Coordinator will supervise the Education Division Administrative Assistant and provide training to the Academic Advisor Coordinator.

A motion was made to approve the Program Coordinator position and job description as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the Program Coordinator position and job description as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

8. Reclassification of S-ki:kig Maşcama Ki: (Phoenix Center) Positions – Sam (Sudip) Sen, Dean of Student Services, Liz (Ofelia) Zepeda, Library Director

The Phoenix Coordinator, Phoenix Center Director, Administrative Assistant – Phoenix Center and Phoenix Center Site Technician job descriptions were included in the April 2022 board packet.

A motion was made to approve the reclassification of the two Phoenix Center positions and job descriptions – Phoenix Center Director and Phoenix Center Site Technician - as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the reclassification of the two Phoenix Center positions and job descriptions – Phoenix Center Director and Phoenix Center Site Technician as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

9. O’odham Language Center Bid Status

The results from a forum to discuss options for the O’odham Language Center project were reviewed. The consensus to contact ESB Design & Build, Marana, Arizona and to solicit companies that are currently working on the Nation for quotes was preferred.

A motion was made to approve the process of obtaining quotes for the O’odham Language Center Project.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the process of obtaining quotes for the O’odham Language Center Project.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

The O’odham Language Center is significant for the Nation with the work that will be afforded when completed. A groundbreaking ceremony will be planned and the public will be invited to attend.

REPORTS – BY DIVISION and DIVISION COMPONENTS

The TOCC Division and Division Component Reports were reviewed and high points summarized.

1. President, HR, Operations, Community of Practice
2. Education Division
3. Student Services Division
4. Sustainability, IT, IE, Workforce and Community Development
5. Student Life, Residence Life, Athletics

GENERAL MATTERS

8. Executive Session - None

ADJOURNMENT – 12:03 p.m.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to adjourn the April 2022 BOT regular meeting.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

Tohono O'odham Kekel Ha-Maşcamakuđ
Board of Trustees Regular Meeting
 Thursday April 14, 2022
 9:00 a.m.
 Desert Diamond Casino & Hotel, Tucson, Arizona
 In Person / Virtual Meeting

GENERAL MATTERS

1. Call to Order / Roll Call

The Board of Trustees Meeting was Called to Order at 9:19 a.m. by Chairperson Dr. Ofelia Zepeda.

Present	Excused Absence	Unexcused Absence	Attendance Time	Board of Trustees:
X			9:19 a.m.	Dr. Ofelia Zepeda, Chairperson
X			9:19 a.m.	Bernard Siquieros, Vice-Chairperson
X			9:19 a.m.	Tony (Anthony) Chana, Secretary
X			9:19 a.m.	Jonas Robles, Elder Member
X			9:19 a.m.	Mary Bliss, Member
				Libby (Elizabeth) Francisco (bađ) Member
				Administration Members
X			9:19 a.m.	Dr. Paul Robertson, President
X			9:19 a.m.	Dr. Mario Montes-Helo, Dean for Sustainability
X			9:19 a.m.	Joann Miguel, Dean of Finance
X			9:19 a.m.	Dr. Sam (Sudip) Sen, Dean of Student Services
X			9:19 a.m.	Dr. Tiffany Viggiano, Dean of Academics
				Recorder
X			9:19 a.m.	Evan Thomas, Special Assistant to the President
				Guests
X			9:19 a.m.	Mickie Widener, Human Resources Assistant
X			9:19 a.m.	Ben Jose, Research Assistant
X			9:19 a.m.	Liz (Ofelia) Zepeda, Library Director
X			9:19 a.m.	Mike Mainus, Controller
X			9:19 a.m.	Andriana Jose, Principal Accountant
X			9:19 a.m.	Anselmo Ramon, Academic Chair of WCD
X			9:19 a.m.	Frances Benavidez, Director of Tohono O'odham Studies
X			9:19 a.m.	Iris Nez, Financial Aid Technician (Temporary)
X			9:19 a.m.	Jai Juan, Recruiter
X			9:19 a.m.	Neal Wade, Business Instructor
X			9:19 a.m.	Paschell Wilson, Culinary Instructor
X			9:19 a.m.	Valentine Lee, Lead Security
X			9:19 a.m.	Ron Geronimo, Co-Director, O'odham Language Center
X			9:19 a.m.	Kimberly Danny, Agriculture & Natural Resources Instructor
X			9:19 a.m.	Carmella Ann Pablo, Library Assistant

X			9:19 a.m.	Annamarie Stevens, Transition Coordinator
X			9:19 a.m.	LeAnn Lopez, Payroll Technician
X			9:19 a.m.	Leslie Luna, Co-Director, O’odham Language Center
X			9:19 a.m.	Martha Lee, Consultant
X			9:19 a.m.	Sharon Ramon, Accounting Technician
X			9:19 a.m.	Wendi Cline, Library Assistant
X			10:07 a.m.	Ingrid Segundo, Director of Sponsored Projects
X			10:07 a.m.	Tashina Machain, Administrative Assistant, Phoenix Center
X			10:07 a.m.	Deshon Miguel, IT Manager
X			10:07 a.m.	Jay Juan, Chief of Operations
X			10:07 a.m.	Chandra Claw, Registrar
X			11:11 a.m.	Sylvia Hendricks, Director of Student Life
X			11:42 a.m.	Diana Antone, Financial Aid Technician
X			11:42 a.m.	Novia James, Financial Aid Officer

Executive Summary: TOCC BOT acted on the following at the April 14, 2022 meeting:

- Approved the March 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.
- Approved to keep the Chairperson and Vice Chairperson officers.
- Approved to elect Tony (Anthony) Chana as Secretary.
- Accepted the February 2022 Financial Report as presented.
- Accepted the Human Resources April 2022 Report as presented.
- Approved the TOCC Branding Guide as presented.
- Approved the Project Specialist position and job description as presented.
- Approved the Art Instructor – Phoenix Center position and job description as presented.
- Approved the Program Coordinator position and job description as presented.
- Approved the reclassification of the two Phoenix Center positions and job descriptions – Phoenix Center Director and Phoenix Center Site Technician as presented.
- Approved the process of obtaining quotes for the O’odham Language Center Project.

2. Invocation

A blessing was provided by Joann Miguel prior to breakfast.

3. Review and Approval of Agenda

The BOT meeting agenda was reviewed. A motion was made to approve the meeting agenda.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the meeting agenda.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT.

MOTION APPROVED

4. Announcements and Upcoming Events

- a) The Sells District Council Meeting is scheduled for 5:15 p.m. today. Several board members will be attendance virtually in the TOCC boardroom.
 - b) The Director of Student Life is attending another meeting and will join the BOT meeting later this morning.
 - c) The University of Arizona will host an event: Symposium on American Indian Languages (SAIL) on April 17-18, 2022.
 - d) Happy Easter Sunday sentiments to everyone and their families were expressed.
5. Minutes from the March 10, 2022 regular meeting of the TOCC Board of Trustees.

Corrected minutes for the March 10, 2022 meeting were reviewed by the Board of Trustees.

A motion was made to approve the March 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

MOTION: Motion by Mary Bliss, Seconded by Tony Chana to approve the March 10, 2022 TOCC Board of Trustees regular meeting minutes with corrections.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

6. Call to the Audience – None
7. Coronavirus Update – Dr. Paul Robertson, President

TOCC is working on a ‘Back to Campus’ initiative. The college continues to provide face masks, rapid tests and hand sanitizer as new cases are on the rise. The University of Arizona has imposed a mask requirement and Pima County is re-evaluating its coronavirus requirements. TOCC is not requiring a second booster for employees and visitors on campus.

NEW BUSINESS

In remembrance of Board of Trustee member Libby (Elizabeth) Francisco (bađ), board members acknowledged her contributions to TOCC.

1. TOCC Board of Trustees Election of Officers

Officers for the Board of Trustees takes place at the Regular March Meeting of the BOT.

A motion was made to keep the Chairperson and Vice Chairperson officers as they are.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to keep the Chairperson and Vice Chairperson officers.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

A motion was made to re-elect Tony Chana as Secretary.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to elect Tony (Anthony) Chana as Secretary.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

The BOT Chairperson thanked the members for their service to the college.

2. Financial Report for February 2022 – Mike Mainus, Controller

Mr. Mike Mainus presented the February 2022 Financial Report.

A motion was made to accept the February 2022 Financial Report as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to accept the February 2022 Financial Report as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

3. Human Resources Report – Mickie Widener, Human Resources Assistant

The Human Resources report for April 2022 was included in the board packet.

Paschell Wilson, Culinary Arts Instructor and Rocky Marks, Facilities Maintenance Technician were in attendance via Zoom and introduced to the BOT.

HR Assistant Widener reviewed the Resource List and Employment Vacancy Activity Log.

A motion was made to accept the Human Resources report for April 2022 as presented.

MOTION: Motion by Tony Chana, Seconded by Mary Bliss to accept the Human Resources Report for April 2022 as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

4. TOCC Branding Guide – Jai Juan, Recruiter, Branding Committee

The TOCC Branding Guide information was presented and reviewed. Branding is the process of making an organization recognizable through distinctive design. The purpose of branding is to communicate visually to TOCC's stakeholders and audiences. The brand consists of color, fonts, and visual expressions that signal TOCC's message. The TOCC Branding Guide will be accessible via TOCC's Intranet.

A motion was made to approve the TOCC Branding Guide as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the TOCC Branding Guide as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

5. New Position: Project Specialist, O’odham Language Center – Ron Geronimo, OLC Co-Director

The job description was included in the April 2022 board packet.

A motion was made to approve the Project Specialist position and job description as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the Project Specialist position and job description as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

6. New Position: Art Instructor, S-ki:kig Maşcama Ki: (Phoenix Center) – Dr. Tiffany Viggiano, Dean of Academics

The job description was included in the April 2022 board packet.

A motion was made to approve the Art Instructor – Phoenix Center position and job description as presented.

MOTION: Motion by Mary Bliss, Seconded by Tony Chana to approve the Art Instructor – Phoenix Center position and job description as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

7. Reclassification of Academic Coordinator Position – Dr. Tiffany Viggiano, Dean of Academics

The red-lined Academic Coordinator job description and the Program Coordinator job description were included in the April 2022 board packet. The Program Coordinator will supervise the Education Division Administrative Assistant and provide training to the Academic Advisor Coordinator.

A motion was made to approve the Program Coordinator position and job description as presented.

MOTION: Motion by Mary Bliss, Seconded by Jonas Robles to approve the Program Coordinator position and job description as presented.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

8. Reclassification of S-ki:kig Maşcama Ki: (Phoenix Center) Positions – Sam (Sudip) Sen, Dean of Student Services, Liz (Ofelia) Zepeda, Library Director

The Phoenix Coordinator, Phoenix Center Director, Administrative Assistant – Phoenix Center and Phoenix Center Site Technician job descriptions were included in the April 2022 board packet.

A motion was made to approve the reclassification of the two Phoenix Center positions and job descriptions – Phoenix Center Director and Phoenix Center Site Technician - as presented.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to approve the reclassification of the two Phoenix Center positions and job descriptions – Phoenix Center Director and Phoenix Center Site Technician as presented.

VOTE: 4 FOR, 0 OPPOSED, 0 ABSTAIN, 1 ABSENT

MOTION APPROVED

9. O’odham Language Center Bid Status

The results from a forum to discuss options for the O’odham Language Center project were reviewed. The consensus to contact ESB Design & Build, Marana, Arizona and to solicit companies that are currently working on the Nation for quotes was preferred.

A motion was made to approve the process of obtaining quotes for the O’odham Language Center Project.

MOTION: Motion by Bernard Siquieros, Seconded by Mary Bliss to approve the process of obtaining quotes for the O’odham Language Center Project.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

The O’odham Language Center is significant for the Nation with the work that will be afforded when completed. A groundbreaking ceremony will be planned and the public will be invited to attend.

REPORTS – BY DIVISION and DIVISION COMPONENTS

The TOCC Division and Division Component Reports were reviewed and high points summarized.

1. President, HR, Operations, Community of Practice
2. Education Division
3. Student Services Division
4. Sustainability, IT, IE, Workforce and Community Development
5. Student Life, Residence Life, Athletics

GENERAL MATTERS

8. Executive Session - None

ADJOURNMENT – 12:03 p.m.

MOTION: Motion by Bernard Siquieros, Seconded by Jonas Robles to adjourn the April 2022 BOT regular meeting.

VOTE: 5 FOR, 0 OPPOSED, 0 ABSTAIN, 0 ABSENT

MOTION APPROVED

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES, TOHONO O'ODHAM COMMUNITY COLLEGE
FROM: MIKE MAINUS - CONTROLLER
DATE
AGENDA ITEM: MONTHLY FINANCIAL REPORTS FOR MARCH 31, 2022

EXECUTIVE SUMMARY

Enclosed are the financial reports for March 2022, as detailed budget reports by department. The format correlates with the audited financial statements, generally accepted accounting principles and internal account structure. March 31, 2022, as follows:

* Bank of America, regular operational checking account	\$ 13,760,224
* LLC Cash Available	221
*Bank of America - TPT Construction Needs	431,375
* Bank of America Capital Campaign	6,550
* Bookstore Cash	12,616
* Petty Cash	100
Cash and cash equivalents in all accounts	<u>\$ 14,211,086</u>

Investments Follow:

* Community Foundation	\$ 434,644
* Wells Fargo Securities, Building/Operating Reserves	1,895,470
Investment total	<u>\$ 2,330,114</u>

Other Assets

Buildings (net of Depreciation)	10,265,244	\$ 14,716,770
Student A/R	191,450	
Contribution Receivable TO Nation	300,000	
Grants Receivable	3,391,692	
Inventory	362,535	
Prepays	205,849	
Other A/R	-	
	<u>14,716,770</u>	

Total Unrestricted assets	<u><u>\$ 31,257,970</u></u>
---------------------------	-----------------------------

Recommendation: The President recommends that the Board of Trustees shall accept the financial report For the Month Ended March 31, 2022

Operating Cash Balance for March 2022 \$ 5,745,418

Note: Operating Ending Cash Balance will fluctuate greatly each month during FY ending June 30, 2022. The major reason for this fluctation is monthly net cash activity of grant expenses/receipts. The eventual FY 2022 ending operating cash will decrease to an estimated balance of \$2,898,904 based upon FY 2022 budget expectations.

Tohono O'odham Community College
Statements of Financial Position
March 31, 2022, February 28, 2022, and June 30, 2021 (Audited)
(Intended for internal management purposes only)

Assets	(Unaudited) March 31 2022	(Unaudited) February 28 2022	(Audited) June 30, 2021
Bank of America - operating account	\$ 13,760,224	\$ 13,513,031	11,524,743
Bank of America - TPT Construction Needs	431,375	398,930	-
Bank of America - capital campaign account	6,550	6,550	6,550
Bookstore cash	12,616	9,503	8,123
Petty cash	100	100	100
LLC Checking and Cash on Hand All Accounts	221	221	268,659
* Student accounts receivable, net of allowance for doubtful accounts	191,450	191,450	207,442
Contribution Receivable TO Nation	300,000	300,000	300,000
Contracts and grants receivable	3,391,692	3,391,692	3,391,692
Bookstore inventory	362,535	358,869	273,991
Prepaid expenses	205,849	65,821	4,584
Wells Fargo - Building and Operating reserves	1,895,470	1,921,475	1,969,507
Community Foundation of Southern Arizona - endowment	434,644	443,505	445,771
* Land, buildings and equipment, net of accumulated depreciation	10,265,244	10,265,244	10,265,244
Other receivables	-	13,483	12,329
Total Assets	\$ 31,257,970	\$ 30,879,874	\$ 28,678,735
Liabilities and Net Equity			
Accounts payable	\$ (1,917)	\$ 275,066	889,851
Salary related payable	196,806	594,486	513,705
Deposits/Funds Held for others	29,870	29,870	29,870
Other Payables and Accrued Expenses	31,122	26,713	75,992
Deferred grant revenue	10,768,426	10,768,426	10,768,426
Total Liabilities	\$ 11,024,307	\$ 11,694,561	\$ 12,277,844
Equity:			
Unrestricted:			
Designated by the board of trustees	\$ 1,818,011	\$ 1,818,011	1,818,011
Designated Endowment CFSA	210,340	210,340	210,340
Expended for property and equipment	8,638,796	8,638,796	8,638,796
Designated for operating budget plus grants	8,541,391	7,493,041	4,708,619
Unrestricted Equity	\$ 19,208,538	\$ 18,160,188	\$ 15,375,766
Temporarily restricted	\$ 691,460	\$ 691,460	\$ 691,460
Permanently restricted	333,665	333,665	333,665
Restricted Equity	\$ 1,025,125	\$ 1,025,125	\$ 1,025,125
Total Liabilities and Equity	\$ 31,257,970	\$ 30,879,874	\$ 28,678,735

*Recap #1

	March 2022	February 2022	June 2021
* Recap Explained of Net Students Accounts Receivable			
Accounts Receivable	\$ 278,093	\$ 278,093	293,863
Allowance for Bad Debt	(86,643)	(86,643)	(86,421)
* Student accounts receivable, net of allowance	<u>\$ 191,450</u>	<u>\$ 191,450</u>	<u>207,442</u>

*Recap #2

	March 2022	February 2022	June 2021
* Recap Explained of Net Net Fixed Assets			
Land Buildings & Equipment	\$ 18,156,232	\$ 18,156,232	\$ 18,156,232
Allowance for Depreciation	(7,890,988)	(7,890,988)	(7,890,988)
* Land building and Equipment, net of Accumulated Depreciation	<u>1 \$ 10,265,244</u>	<u>\$ 10,265,244</u>	<u>\$ 10,265,244</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

Unrestricted Budget Activity

For the Month Ended March 31, 2022

Tohono O'odham Community College
Statement of Activities - Budget and Actual
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

UNRESTRICTED OPERATING BUDGET	Year-to-Date Actual	FY 2022 Annual Budget	Budget Variance	Remaining %
Unrestricted revenues:				
Tuition and fees	\$ 95,383	\$ 91,010	\$ 4,373	0%
Student Housing		82,000	(82,000)	-100%
Meals		6,189	(6,189)	-100%
Legislative Contribution - Tohono O'odham Nation	4,853,376	4,853,376	-	0%
Tribal Community College Act	2,302,313	2,114,950	187,363	0%
Indirect costs recovered on restricted federal grants	135,852	345,000	(209,148)	-61%
Unrestricted gifts and donations	10,171	13,000	(2,829)	-22%
Bookstore sales	89,409	46,000	43,409	94%
LLC Contract	23,939	143,633	(119,694)	-83%
Miscellaneous income	30,959	30,000	959	0%
Total Unrestricted Revenues	\$ 7,541,402	\$ 7,725,158	\$ (183,756)	-2%
Unrestricted expenses:				
Educational program services:				
Instruction	\$ 1,226,882	\$ 1,781,709	\$ 554,827	31%
Student services	750,501	1,154,445	403,944	35%
Auxiliary enterprises	220,716	452,505	231,789	51%
Supporting services:				
Academic support	175,846	415,969	240,123	58%
Institutional support w/out Depreciation/Bad Debts	1,517,330	1,983,937	466,607	24%
Facility operations and maintenance	573,202	1,103,587	530,385	48%
Sustainability	115,412	150,255	34,843	23%
Cultural Liason	63,558	86,988	23,430	27%
Student Life	250,062	427,760	177,698	42%
San Carlos BIE Funds and Tuition and Fees	519,658	463,794	(55,864)	0%
Culinary Arts Program	785	61,383	60,598	99%
Total Unrestricted Expenses	\$ 5,413,952	\$ 8,082,332	\$ 2,668,380	33%
Unrestricted excess (deficiency) w/o Bad Debts/Depreciati	<u>\$ 2,127,450</u>	<u>\$ (357,174)</u>	<u>\$ 2,484,624</u>	

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 25 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>		<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
INSTRUCTION						
Instruction - 1100						
Compensation	\$ 950,030	\$	1,261,006	\$	310,976	25%
Employee related expenses	157,105		292,182		135,077	46%
Employee tuition waivers/tuition waivers			1,500		1,500	100%
Travel and training			11,700		11,700	100%
Mileage			3,800		3,800	100%
Registrations	1,870		3,800		1,930	51%
Commuter Allowance	2,708		3,600		892	25%
Printing			2,000		2,000	100%
Consultant Fees	800		2,800		2,000	71%
Education Supplies	3,708		9,000		5,292	59%
Office supplies			9,000		9,000	100%
Art program Supplies	2,821		15,000		12,179	81%
Meeting expense	4,931		3,000		(1,931)	0%
Subscriptions/Periodicals	165		2,400		2,235	93%
Furniture & Fixtures			5,000		5,000	100%
	<u>\$ 1,124,138</u>	<u>\$</u>	<u>1,625,788</u>	<u>\$</u>	<u>501,650</u>	<u>31%</u>
Work Force Comm Development - 1500						
Compensation	\$ 79,227	\$	101,856	\$	22,629	22%
Employee related expenses	22,096		24,515		2,419	10%
Travel & Training			3,000		3,000	100%
Mileage			300		300	100%
Registrations			1,000		1,000	100%
Commuter Allowance	1,354		1,800		446	25%
Advertising & Promotion			3,200		3,200	100%
Office supplies			500		500	100%
Meeting Expense	67		1,000		933	93%
Tuition Waivers			2,500		2,500	100%
Other Tools and Equipment	-		2,000		2,000	100%
Office Equipment			6000		6000	100%
	<u>\$ 102,744</u>	<u>\$</u>	<u>147,671</u>	<u>\$</u>	<u>44,927</u>	<u>30%</u>
ABE-GED - 1800						
Travel/training/Registrations	\$ -	\$	5,000	\$	5,000	100%
Mileage	-		1,500		1,500	100%
Registrations			500		500	100%
Memberships			500		500	100%
Office Supplies			375		375	100%
Other Office Supplies			375		375	100%
	<u>\$ -</u>	<u>\$</u>	<u>8,250</u>	<u>\$</u>	<u>8,250</u>	<u>100%</u>
					-	
					-	
TOTAL INSTRUCTION	<u>\$ 1,226,882</u>	<u>\$</u>	<u>1,781,709</u>	<u>\$</u>	<u>554,827</u>	<u>31%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 25 %**

	<u>Year-to-Date</u>		<u>2022 Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining %</u>
	<u>Actual</u>				
STUDENT SERVICES					
Student services - 5100					
Compensation	\$ 397,717		\$ 495,696	\$ 97,979	20%
Employee related expenses	109,056		196,817	87,761	45%
Recruiting	14,083		26,896	12,813	48%
Employee Paid Insuranc/Legal Plans			8,000	8,000	100%
Employee tuition waivers			1,000	1,000	100%
Travel and training	2,571		21,104	18,533	88%
Mileage			750	750	100%
Registrations			1,950	1,950	100%
Commuter Allowance	2,708		3,600	892	25%
Graduation			8,000	8,000	100%
Printing			3,300	3,300	100%
Memberships			1,205	1,205	100%
Advertising			4,900	4,900	100%
Comm/student events	793		13,000	12,207	94%
Consultant Fees			15,000	15,000	100%
Education supplies			2,500	2,500	100%
Office supplies	1,150		4,200	3,050	73%
Meeting expense	366		3,000	2,634	88%
Promotional			1,500	1,500	100%
Furniture and Fixtures	7,454		2,600	(4,854)	0%
Office Equipment			2,148	2,148	100%
	<u>\$ 535,898</u>		<u>\$ 817,166</u>	<u>\$ 281,268</u>	<u>34%</u>
Financial aid office - 5200					
Compensation	\$ 116,753		\$ 168,848	\$ 52,095	31%
Employee related expenses	35,682		58,444	22,762	39%
Travel and training			10,000	10,000	100%
Registrations			2,000	2,000	100%
Memberships	115		1,000	885	89%
Office supplies	710		2,000	1,290	65%
Promotional			2,000	2,000	100%
	<u>\$ 153,260</u>		<u>\$ 244,292</u>	<u>\$ 91,032</u>	<u>37%</u>
Residence Life - 5400					
Compensation	\$ 32,899		\$ 41,845	\$ 8,946	21%
Employee related expenses	9,623		13,507	3,884	29%
Travel and training expense			1,500	1,500	100%
Mileage			200	200	100%
Registration expenses			400	400	100%
Communications	291		635	344	54%
Memberships			300	300	100%
Advertising			300	300	100%
Comm/student events			3,500	3,500	100%
Office supplies			600	600	100%
Meeting Expense			1,000	1,000	100%
Custodial Expenses	3,198		3,000	(198)	0%
Subscriptions/periodicals			3,000	3,000	100%
Stipends			5,000	5,000	100%
Furniture & Fixtures	15,332		17,200	1,868	11%
	<u>61,343</u>		<u>\$ 91,987</u>	<u>\$ 30,644</u>	<u>33%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

Note: Remaining Budget Target for
Operational expenses is 25 %

	<u>Year-to-Date</u>		<u>2022 Annual</u>		<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
Student senate - 1410						
Office supplies			400		400	100%
Meeting expense	\$ -	\$ -	600	\$ 600	600	100%
	\$ -	\$ -	1,000	\$ 1,000	1,000	100%
					-	
TOTAL STUDENT SERVICES	\$ 750,501	\$ -	1,154,445	\$ 403,944	-	35%
AUXILIARY ENTERPRISES						
Athletics - 5300						
Compensation	\$ 81,011	\$ -	105,690	\$ 24,679	-	23%
Employee related expenses	27,267	-	37,115	9,848	-	27%
Recruiting Expense	582	-	2,000	1,418	-	71%
Travel	-	-	6,000	6,000	-	100%
Machinery/Equipment Repairs	-	-	7,000	7,000	-	100%
Vehicle Rental	566	-	4,000	3,434	-	86%
Fuel	370	-	1,500	1,130	-	75%
Hotel	3,677	-	3,500	(177)	-	0%
Uniform/Retail Purchases	2,508	-	8,000	5,492	-	69%
Meals	2,677	-	6,500	3,823	-	59%
Memberships	7,901	-	9,000	1,099	-	12%
Advertising & Promotion	1,887	-	8,000	6,113	-	76%
Consultant Fees	4,100	-	5,000	900	-	18%
On Travel Medical	-	-	3,000	3,000	-	100%
Other Professional Fees	1,689	-	3,000	1,311	-	44%
Office Supplies	94	-	2,500	2,406	-	96%
Tuition Waivers	-	-	25,000	25,000	-	100%
Contracts/Subcontracts	12,338	-	18,000	5,662	-	31%
Program Supplies	6,799	-	18,000	11,201	-	62%
Archery Expense	2,626	-	7,000	4,374	-	62%
	156,092	-	279,805	123,713	-	44%
Bookstore - 9100						
Compensation	\$ 43,615	\$ -	72,023	\$ 28,408	-	39%
Employee related expenses	12,737	-	23,377	10,640	-	46%
Cost of Goods Sold-Retail	41	-	60,000	59,959	-	100%
Office supplies	1,368	-	4,300	2,932	-	68%
Promotional	6,863	-	13,000	6,137	-	47%
	\$ 64,624	\$ -	172,700	\$ 108,076	-	63%
TOTAL AUXILIARY ENTERPRISES	\$ 220,716	\$ -	452,505	\$ 231,789	-	51%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 25 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>		<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
ACADEMIC SUPPORT					-	
Academic support - 1200					-	
Compensation	\$ 46,457	\$	92,333	\$	45,876	50%
Employee related expenses	18,843		43,467		24,624	57%
Employee Tuition Waivers			400		400	100%
Travel and training			1,500		1,500	100%
Mileage			250		250	100%
Registrations			250		250	100%
Community Student Events			3,000		3,000	100%
Consultant fees			2,500		2,500	100%
Education Supplies			3,000		3,000	100%
Office supplies			4,000		4,000	100%
Meeting Expense	1,203		2,000		797	40%
Promotional	-		1,500		1,500	100%
	<u>\$ 66,503</u>	<u>\$</u>	<u>154,200</u>	<u>\$</u>	<u>87,697</u>	<u>57%</u>
Library - 4130						
Compensation	\$ 55,838	\$	135,336	\$	79,498	59%
Employee related expenses	21,221		53,933		32,712	61%
Travel and training			2,000		2,000	100%
Registrations			150		150	100%
Commuter Allowance	83		1,800		1,717	95%
Memberships			160		160	100%
Consultant Fees	8,940		15,600		6,660	43%
Office supplies	382		5,000		4,618	92%
Meeting expenses			400		400	100%
Subscriptions/periodicals	12,167		25,790		13,623	53%
Contracts/subcontracts	7,075		12,000		4,925	41%
Promotional			600		600	100%
Office equipment	3,094		4,000		906	23%
Library collection	543		5,000		4,457	89%
Depreciation	-				-	
	<u>\$ 109,343</u>	<u>\$</u>	<u>261,769</u>	<u>\$</u>	<u>152,426</u>	<u>58%</u>
TOTAL ACADEMIC SUPPORT	<u>\$ 175,846</u>	<u>\$</u>	<u>415,969</u>	<u>\$</u>	<u>240,123</u>	<u>58%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 25 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>		<u>Remaining</u>	
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
INSTITUTIONAL SUPPORT						
President's office - 6100						
Compensation	\$ 125,120		\$ 153,498		\$ 28,378	18%
Employee related expenses	33,054		38,740		5,686	15%
Student related travel			2,000		2,000	100%
Travel and training	513		1,000		487	49%
Mileage	219		400		181	45%
Registrations			1,000		1,000	100%
Car Allowance	5,416		7,200		1,784	25%
Office supplies	424		500		76	15%
Meeting expenses	1,521		500		(1,021)	0%
	<u>\$ 166,267</u>		<u>\$ 204,838</u>		<u>\$ 38,571</u>	<u>19%</u>
Himdag - 6150						
Comm/Student/Events	\$ 763		\$ 2,000		\$ 1,237	62%
Meeting Expense			700		700	100%
Promotional	-		1,000		1,000	100%
	<u>\$ 763</u>		<u>\$ 3,700</u>		<u>\$ 2,937</u>	<u>79%</u>
Board of Trustees - 6190						
Trustee fees	\$ 14,511		\$ 17,000		\$ 2,489	15%
Travel and training			4,500		4,500	100%
Mileage	2,594		2,500		(94)	0%
Registrations			500		500	100%
Communications	440		900		460	51%
Meeting expenses	2,786		4,000		1,214	30%
	<u>\$ 20,331</u>		<u>\$ 29,400</u>		<u>\$ 9,069</u>	<u>31%</u>
Institutional Effectiveness - 1300						
Compensation	\$ 39,400		\$ 50,140		\$ 10,740	21%
Employee related expenses	10,481		15,045		4,564	30%
Travel and training	-		1,000		1,000	100%
Mileage	-		200		200	100%
Registrations	-		200		200	100%
Vehicle Rental			250		250	100%
Office Supplies			200		200	100%
Contracts/Subcontracts			450		450	100%
Office Equipment			700		700	100%
	<u>\$ 49,881</u>		<u>\$ 68,185</u>		<u>\$ 18,304</u>	<u>27%</u>
LLC Support - 1401						
Compensation	\$ 70,269		\$ 117,081		\$ 46,812	40%
Employee related expenses	21,898		51,201		29,303	57%
Communications	51		-		(51)	0%
Vehicle Rentals	18,018		26,000		7,982	31%
Bank Charges	138		-		(138)	0%
	<u>\$ 110,374</u>		<u>\$ 194,282</u>		<u>\$ 84,046</u>	<u>43%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 25 %**

	<u>Year-to-Date</u>		<u>2022 Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining %</u>
	<u>Actual</u>				
Administration & Finance - 6200					
Compensation	\$ 270,520		\$ 366,882	\$ 96,362	26%
Employee related expenses	76,277		147,493	71,216	48%
Employee Tuition Waivers	-		650	650	100%
Travel and training			1,000	1,000	100%
Mileage			100	100	100%
Registrations			250	250	100%
Commuter Allowance	4,062		5,400	1,338	25%
Auditing	57,158		47,000	(10,158)	0%
Office supplies	651		4,000	3,349	84%
Meeting expenses			400	400	100%
Contracts/subcontracts	88,466		135,000	46,534	34%
Bank Charges	3,188		6,000	2,812	47%
	<u>\$ 500,322</u>		<u>\$ 714,175</u>	<u>\$ 213,853</u>	<u>30%</u>
General support services - 6300					
Benefits Unemployment	\$ 2,671		\$ 12,000	\$ 9,329	78%
Postage & Delivery	9,584		12,000	2,416	20%
Insurance	111,504		95,000	(16,504)	0%
Memberships	36,105		35,000	(1,105)	0%
Legal Fees	17,915		25,000	7,085	28%
Consultants	-		-	-	0%
Meeting expenses	2,417		6,000	3,583	60%
Subscriptions & Periodicals	665		7,000	6,335	91%
Promotional	261		2,500	2,239	90%
	<u>\$ 181,122</u>		<u>\$ 194,500</u>	<u>\$ 13,378</u>	<u>7%</u>
IT - 6350					
Compensation	\$ 70,688		\$ 137,397	\$ 66,709	49%
Employee related expenses	21,913		79,253	57,340	72%
Employee Tuition Waivers			300	300	100%
Travel and training	1,418		3,000	1,582	53%
Registrations			3,000	3,000	100%
Communications	84,113		85,842	1,729	2%
Memberships	730		700	(30)	0%
Consultant Fees & Expenses	9,218		25,000	15,782	63%
Licenses and fees			16,586	16,586	100%
Office supplies	254		500	246	49%
Meeting Expense			250	250	100%
Contracts/subcontracts	184,133		47,067	(137,066)	0%
Other Equipment & Tools	3,132		20,000	16,868	84%
Office Equipment			3,500	3,500	100%
	<u>\$ 375,599</u>		<u>\$ 422,395</u>	<u>\$ 46,796</u>	<u>11%</u>

Tohono O'odham Community College
 Unrestricted Expenses and Budget by Department
 For the Month Ended March 31, 2022
 (Intended for internal management purposes only)

Note: Remaining Budget Target for
 Operational expenses is 25 %

	<u>Year-to-Date</u>		<u>2022 Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining %</u>
	<u>Actual</u>				
Human resources - 6700					
Compensation	\$ 86,395	\$	104,619	\$ 18,224	17%
Employee related expenses	18,672		24,884	6,212	25%
Recruiting			1,049	1,049	100%
Employee Tuition Waivers			100	100	100%
Travel and training	287		2,655	2,368	89%
Registrations	350		2,950	2,600	88%
Commuter Allowance	1,260		1,800	540	30%
Memberships	375		885	510	58%
Advertising	4,026		7,370	3,344	45%
Other professional fees	1,306		4,990	3,684	74%
Office supplies			360	360	100%
Subscriptions & Periodicals			800	800	100%
	<u>\$ 112,671</u>	<u>\$</u>	<u>152,462</u>	<u>\$ 39,791</u>	<u>26%</u>
TOTAL INSTITUTIONAL SUPPORT	<u>\$ 1,517,330</u>	<u>\$</u>	<u>1,983,937</u>	<u>\$ 466,745</u>	<u>24%</u>

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 25 %**

	<u>Year-to-Date</u>		<u>2022 Annual</u>		<u>Remaining</u>	<u>Remaining</u>
	<u>Actual</u>		<u>Budget</u>		<u>Budget</u>	<u>%</u>
OPERATIONS AND MAINTENANCE - 7100						
Compensation	\$ 260,846	\$	400,773	\$	139,927	35%
Employee related expenses	82,980		139,704		56,724	41%
Employee tuition waivers			250		250	100%
Travel and training			2,000		2,000	100%
Commuter Allowance	1,353		1,800		447	25%
Vehicle & Building R&M	15,424		25,000		9,576	38%
Auto expenses	4,324		20,000		15,676	78%
Vehicle rental	37,230		110,000		72,770	66%
Building Rent	49,250		135,330		86,080	64%
Utilities	71,737		150,230		78,493	52%
Office supplies			1,000		1,000	100%
Custodial expense	1,152		17,500		16,348	93%
Contracts/subcontracts	48,906		100,000		51,094	51%
TOTAL OPERATIONS AND MAINTENANCE	\$ 573,202	\$	1,103,587	\$	530,385	48%
SUSTAINABILITY - 5160						
Compensation	\$ 91,337	\$	109,285	\$	17,948	16%
Employee related expenses	22,525		31,920		9,395	29%
Employee Tuition Waivers			500		500	100%
Travel and training	83		2,000		1,917	96%
Mileage			500		500	100%
Registrations			500		500	100%
Commuter Allowance	1,354		1,800		446	25%
Printing			250		250	100%
Advertising & Promotion			500		500	100%
Office supplies	99		1,500		1,401	93%
Meeting Expense	14		500		486	97%
Contracts/Subcontracts	-		1,000		1,000	100%
TOTAL SUSTAINABILITY	\$ 115,412	\$	150,255	\$	34,843	23%
CULTURAL LIAISON - 6160						
Compensation	\$ 50,067	\$	63,379	\$	13,312	21%
Employee related expenses	12,840		18,309		5,469	30%
Travel and training			600		600	100%
Mileage			500		500	100%
Registrations			500		500	100%
Printing			300		300	100%
Community & Student Events	651		1,000		349	35%
Consultant Fees			500		500	100%
Education Supplies			800		800	100%
Office supplies			600		600	100%
Program Supplies			500		500	100%
TOTAL CULTURAL LIAISON	\$ 63,558	\$	86,988	\$	23,430	27%
STUDENT LIFE - 5150						
Compensation	\$ 201,284	\$	287,156	\$	85,872	30%
Employee related expenses	39,868		86,904		47,036	54%
Employee Tuition Waivers			600		600	100%
Travel and training			2,000		2,000	100%
Registrations	20		800		780	98%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
 (Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 25 %**

	<u>Year-to-Date</u>	<u>2022 Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining %</u>
	<u>Actual</u>			
Commuter Allowance	1,354	1,800	446	25%
Printing		300	300	100%
Community & Student Events	936	2,000	1,064	53%
Office supplies	722	1,000	278	28%
Meeting Expense		700	700	100%
Contracts/Subcontracts		12,000	12,000	100%
Program Supplies	2,134	2,500	366	15%
Student Meals	3,744	30,000	26,256	88%
TOTAL STUDENT LIFE	\$ 250,062	\$ 427,760	\$ 177,698	42%

Tohono O'odham Community College
Unrestricted Expenses and Budget by Department
For the Month Ended March 31, 2022
(Intended for internal management purposes only)

**Note: Remaining Budget Target for
Operational expenses is 25 %**

	<u>Year-to-Date</u>		<u>2022 Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining %</u>
	<u>Actual</u>				
SAN CARLOS - 6900					
Cost of Goods Sold	-		9,100	9,100	100%
Tuition & Fees	-		45,000	45,000	100%
ISC BIE Annual Funds	\$ 519,658	\$	403,094	\$ (116,564)	0%
SCAC ALEKS Payment Refund			6,600	6,600	100%
TOTAL SAN CARLOS	\$ 519,658	\$	463,794	\$ (55,864)	0%
CULINARY ARTS PROGRAM - 1498					
Compensation	729			(729)	0%
Employee related expenses	56			(56)	0%
Travel and training	\$ -		1,000	\$ 1,000	100%
Mileage	-		425	425	100%
Registrations	-		300	300	100%
Printing	-		250	250	100%
Reg Mach/Equipment Repairs	-		5,000	5,000	100%
Licenses and Fees	-		3,000	3,000	100%
Education Supplies			10,500	10,500	100%
Office Supplies	-		300	300	100%
Tuition Waivers	-		300	300	100%
Contracts/Subcontracts	-		40,308	40,308	100%
TOTAL CULINARY ARTS PROGRAM	\$ 785	\$	61,383	\$ 60,598	99%
TOTAL UNRESTRICTED	\$ 5,413,952	\$	8,082,332	\$ 2,668,518	33%

TOHONO O'ODHAM COMMUNITY COLLEGE

Restricted Budget Activity

For the Month Ended March 31, 2022

For the Month Ended March 31, 2022

	Grant Revenues/Expenses-to-Date			
	Actual	Grant Budget	Remaining Budget	Remaining %
\$ 184,000	\$ 184,000	\$ -	0%	
Grant from Other Sources				
Restricted expenses:				
Compensation	4,445	36,190	31,745	88%
High School tutors	-	1,500	1,500	100%
College Mentors	-	4,000	4,000	100%
Parent Liaison	-	500	500	100%
Travel/professional Development	55,296	15,650	(39,646)	0%
Transportation	6,080	5,650	(430)	0%
Printing and Marketing	3,577	9,400	5,823	62%
Meeting Expenses	10,244			
Tuition/Programming	29,006	39,210	10,204	26%
Stipends	3,600	3,000	(600)	0%
Contracts/Subcontracts	41,804	-	(41,804)	0%
Program Supplies	5,728	10,900	5,172	47%
Honorariums/Speakers	-	5,000	5,000	100%
Student Incentives & Awards	6,000	6,000	-	0%
Excess (deficiency)	165,780	137,000	(18,536)	0%
\$ 18,220	\$ 47,000	\$ 18,536		

SPONSORED PROJECTS

AT&T TCU/High School Completion Project B - AICF - (1111)
(10/20/16 - Until Expended)

Restricted revenues:				
Grant from Other Sources	\$ 184,000	\$ 184,000	\$ -	0%
Restricted expenses:				
Compensation	719,921	1,243,273	523,352	42%
Employee Related Benefits	118,778	254,730	135,952	53%
Travel/professional Development/Registrations	16,946	43,200	26,254	61%
Memberships	1,750	1,800	50	3%
Consultants	143,740	200,000	56,260	28%
Materials & Supplies	11,841	47,800	35,959	75%
Publication Costs/Documentation/Dissemination	-	3,500	3,500	100%
Stipends/Honorariums	38,700	-	(38,700)	0%
Excess (deficiency)	902,942	2,514,278	(1,611,336)	-64%
\$ 902,942	\$ 2,514,278	\$ (1,611,336)		

NSF -TCUP Pathways to Indigenous STEM - 1114
(9/1/18 - 8/31/23)

Restricted revenues:				
Federal government grant	\$ 902,942	\$ 2,514,278	\$ (1,611,336)	-64%
Restricted expenses:				
Compensation	719,921	1,243,273	523,352	42%
Employee Related Benefits	118,778	254,730	135,952	53%
Travel/professional Development/Registrations	16,946	43,200	26,254	61%
Memberships	1,750	1,800	50	3%
Consultants	143,740	200,000	56,260	28%
Materials & Supplies	11,841	47,800	35,959	75%
Publication Costs/Documentation/Dissemination	-	3,500	3,500	100%
Stipends/Honorariums	38,700	-	(38,700)	0%
Excess (deficiency)	902,942	2,514,278	(1,611,336)	-64%
\$ 902,942	\$ 2,514,278	\$ (1,611,336)		

Other Direct Costs	-	120,375	120,375	100%
Participant Costs	11,324	51,140	39,816	78%
Indirect Costs	212,057	520,528	308,471	59%
Equipment	-	15,000	15,000	100%
Excess (deficiency)	<u>1,275,057</u>	<u>2,501,346</u>	<u>1,226,289</u>	<u>49%</u>
	<u><u>\$ (372,115)</u></u>	<u><u>\$ 12,932</u></u>	<u><u>\$ (2,837,625)</u></u>	

**ANA Increase Technical Capacity - (1117) Federal Share
(9/30/18 - 9/29/2022)**

Restricted revenues:				
Federal government grant **	\$ 250,126	\$ 1,200,000	\$ (949,874)	-79%

Restricted expenses:				
Compensation	376,308	496,047	119,739	24%
Employee Related Benefits	72,392	138,894	66,502	48%
Travel/professional Development	8,595	25,188	16,593	66%
Commuter Allowance	4,313	-	(4,313)	0%
Advertising & Promotion	850	-	(850)	0%
Meeting Expenses	1,677	-	(1,677)	0%
Tuition/Books	5,501	18,189	12,688	70%
Communication Data Service	-	14,400	14,400	100%
Office Supplies/Program Support	97,304	188,847	91,543	48%
Contracts/Subcontracts (Adjuncts)	-	18,900	18,900	100%
Indirect Costs Charged to TOCC Match	-	235,335	235,335	100%
Computers/GIS Devices/Printer	64,334	64,200	(134)	0%
Excess (deficiency)	<u>631,274</u>	<u>1,200,000</u>	<u>568,726</u>	<u>47%</u>
	<u><u>\$ (381,148)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (1,518,600)</u></u>	

\$** TOCC Matching Funds \$100,000 Indirect can be used to offset requirement each year
\$100,000 per year for 3 years = \$300,000

**TOCC Grant Match Grant 1117 ANA - (1000)
(9/30/18 - 9/29/2022)**

Restricted expenses:				
Compensation	151,855	171,000	19,145	11%
Employee Related Benefits	40,680	43,605	2,925	7%
Travel Expense	7,079	-	(7,079)	0%
Office Supplies/Program Support	1,148	25,560	24,412	96%
Contracts/Subcontracts (Adjuncts)	-	18,900	18,900	100%
Indirect Costs	3,682			
Computer equipment/Office equipment	1,963	40,935	38,972	95%
Excess (deficiency)	<u>206,407</u>	<u>300,000</u>	<u>58,303</u>	<u>19%</u>
	<u><u>\$ (206,407)</u></u>	<u><u>\$ (300,000)</u></u>	<u><u>\$ (58,303)</u></u>	

AICF AT&T TCU BRAIDING Success Project (1118)
(Until all funds are expended)

Restricted revenues:					
Grant from Other Sources	\$	167,200	\$	168,630	\$ (1,430)
Restricted expenses:					
Compensation		23,560		35,520	11,960
Employee Related Benefits		1,801		2,718	917
Travel		17,032		10,406	(6,626)
Transportation		877		1,406	529
Meeting Expenses		20,628		20,448	(180)
Contracts/Subcontracts		5,250		250	(5,000)
Tuition & Fees		13,079		1,920	(11,159)
Stipends		1,600		6,600	5,000
Participant Support		736		-	(736)
Honorariums/Speakers		6,131		3,666	(2,465)
Programming & Supplies		36,251		7,684	(28,567)
Awards/Gifts		9,580		5,952	(3,628)
		<u>136,525</u>		<u>96,570</u>	<u>(39,955)</u>
Excess (deficiency)	\$	<u>30,675</u>	\$	<u>72,060</u>	\$ <u>38,525</u>

Dollar General GED Language & Writing Dev (1121)
(Until all Funds Expended)

Restricted revenues:					
Grant from Other Sources	\$	170,450	\$	170,450	\$ -
Restricted expenses:					
Compensation		32,140		48,264	16,124
Employee related expenses		2,392		3,999	1,607
Mileage		4,615		4,440	(175)
Communications		4,101		2,400	(1,701)
Registrations/Professional Dev/Memberships		22,792		32,760	9,968
Education Materials & Supplies		67,351		56,836	(10,515)
Contracts/Subcontracts		3,100		4,650	1,550
Program Incentives		12,950		13,351	401
Computer Equipment		2,474		3,750	1,276
		<u>151,915</u>		<u>170,450</u>	<u>17,259</u>
Excess (deficiency)	\$	<u>18,535</u>	\$	<u>-</u>	\$ <u>(17,259)</u>

TO Nation TOCC Language Center (1124)

(3/1/20 - 2/28/23

Grant From Other Sources	\$ 600,000	\$ 900,000	\$ (300,000)	-33%
Restricted expenses:				
Compensation	348,087	598,680	250,593	42%
Employee Related Benefits	87,885	179,172	91,287	51%
Commuter Allowance	2,527	-	(2,527)	0%
Mileage	-	51,748	51,748	100%
Consultants	7,990	45,000	37,010	82%
Office & Technical Supplies	1,069	10,400	9,331	90%
Meeting Expense	483	-	(483)	0%
Program Meals/Supplies/Honorariums	-	15,000	15,000	100%
Computer Equipment	3,964	-	(3,964)	0%
	<u>452,005</u>	<u>900,000</u>	<u>447,995</u>	<u>50%</u>
Excess (deficiency)	\$ 147,995	\$ -	\$ (747,995)	

NSF -Planning Grant TO Language Center (1125)

(9/1/19 -12/31/21)

Restricted revenues:

Federal government grant	\$ 145,575	\$ 171,687	\$ (26,112)	-15%
--------------------------	------------	------------	-------------	------

Restricted expenses:

Compensation	88,481	87,688	(793)	-1%
Employee Related Benefits	16,735	21,994	5,259	24%
Travel/professional Development	906	7,000	6,094	87%
Consultants	-	9,000	9,000	100%
Materials & Supplies	4,749	7,000	2,251	32%
Meeting Expenses	-	2,505	2,505	100%
Indirect Costs	30,949	36,500	5,551	15%
Computer Equipment	3,755	-	(3,755)	0%
	<u>145,575</u>	<u>171,687</u>	<u>29,867</u>	<u>17%</u>
Excess (deficiency)	\$ -	\$ -	\$ (55,979)	

Dollar General Am Indian Adult Education GED (1127)

(7/1/20 - 6/30/22)

Restricted revenues:

Grant from Other Sources	\$ 98,500	\$ 50,000	\$ 48,500	0%
--------------------------	-----------	-----------	-----------	----

Restricted expenses:

Compensation	28,293	8,500	(19,793)	0%
Employee related expenses	1,897	500	(1,397)	0%
Travel (Field Trips)/Professional Dev/Memberships	1,155	6,100	4,945	81%

Communications (Hot Spots)	40	2,480	2,440	98%
Memberships	40	-	(40)	0%
Mileage	-	6,000	6,000	100%
Education Materials/Supplies /Testing	27,243	19,620	(7,623)	0%
Computer Equipment	6,740	6,800	60	1%
Awards & gifts	6,626	-	(6,626)	0%
Excess (deficiency)	<u>72,034</u>	<u>50,000</u>	<u>(15,408)</u>	<u>0%</u>
	<u>\$ 26,466</u>	<u>\$ -</u>	<u>\$ 63,908</u>	

**NEH/ATLMA Revitalize TO Oral History (1150)
Undefined**

Restricted revenues:				
Grant From Other Sources	\$ -	\$ 49,790	\$ (49,790)	-100%
Restricted expenses:				
Compensation		23,328	23,328	100%
Employee Related Expenses		2,135	2,135	100%
Consultants		19,800	19,800	100%
Indirect Costs		4,527	4,527	100%
Excess (deficiency)	<u>\$ -</u>	<u>\$ 49,790</u>	<u>\$ 19,800</u>	<u>40%</u>

**AICF NEH Cultural Preservation (1215)
6/1/2021 - 2/28/2022**

Restricted revenues:				
Grant From Other Sources	\$ 6,060	\$ 6,060	\$ -	0%
Restricted expenses:				
Consultants	3,030	6,060	3,030	50%
Excess (deficiency)	<u>\$ 3,030</u>	<u>\$ (6,060)</u>	<u>\$ (9,090)</u>	<u>50%</u>

**AICF Community Based Native Arts Learning Sharing (1216)
6/15/2021 - 4/30/2022**

Restricted revenues:				
Grant From Other Sources	\$ -	\$ 9,000	\$ (9,000)	-100%
Restricted expenses:				
Compensation	-	-	-	100%
Employee related expenses	-	-	-	100%
Travel/Gas/Mileage	-	1,296	1,296	100%
Promtion/Advertising Meetings	-	-	-	100%
	-	3,429	3,429	100%

Awards & Honorariums	3,600	4,275		100%
	<u>3,600</u>	<u>9,000</u>	<u>(5,400)</u>	
Excess (deficiency)	<u>\$ (3,600)</u>	<u>\$ -</u>	<u>\$ (14,400)</u>	

**AICF/TCU Preview Day (1217)
10/15/2021 - 5/31/2022**

Restricted revenues:				
Grant From Other Sources	\$ -	\$ 2,500	\$ (2,500)	-100%
Restricted expenses:				
Promotion/Advertising	-	800	800	0%
Other Supplies	-	1,200	1,200	100%
Meeting Expense	-	500		
	-	2,500	2,000	80%
Excess (deficiency)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,500)</u>	

**AICF Community Aid for Student Success (1222)-(CASS)
1/1/2021 - 10/31/2021**

Restricted revenues:				
Grant From Other Sources in dec reported 12/31/2021	\$ 48,000	\$ 48,000	\$ -	0%
Restricted expenses:				
Compensation	-	3,717	3,717	100%
Employee related expenses	-	283	283	100%
Office Supplies	6,208	2,000	(4,208)	0%
Stipends	6,045	26,000	19,955	77%
Education/Program Supplies	2,893	8,500	5,607	66%
Office Equipment/Computers	22,227	7,500	(14,727)	0%
	<u>37,373</u>	<u>40,500</u>	<u>(3,127)</u>	<u>-8%</u>
Excess (deficiency)	<u>\$ 10,627</u>	<u>\$ 7,500</u>	<u>\$ 3,127</u>	

**BIA 93-638 - Occupational Training TCCU -(1301)
Program Revenue and Costs
(July 01, 2019 - June 30, 2022)**

Restricted revenues:				
Federal government grant	\$ 344,132	\$ 200,000	\$ 144,132	72%
Restricted expenses:				
Compensation	76,095	200,000	123,905	62%
	<u>76,095</u>	<u>200,000</u>	<u>123,905</u>	<u>62%</u>

Excess (deficiency)	\$ 268,037	\$ -	\$ (268,037)
BIA 93-638 - Occupational Training TCCU -(1302)			
Program Revenue and Costs			
(July 01, 2019 - June 30, 2022)			
Restricted revenues:			
Federal government grant	\$ 94,058	\$ 300,000	\$ (205,942) -69%
Restricted expenses:			
Employee related expenses	9,157	175,000	165,843 95%
Mileage	-	5,000	5,000 100%
Supplies/Other Program Cost	-	25,000	25,000 100%
Consultants/Contracts	-	95,000	95,000 100%
Excess (deficiency)	\$ 84,901	\$	\$ (496,785) 97%

Better Way Foundation (1303)			
Program Revenue and Costs			
(January 01, 2022- December 31, 2022)			
Restricted revenues:			
Federal government grant	\$ 80,400	\$ 80,400	\$ - 0%
Restricted expenses:			
Community Support	-	80,400	80,400 100%
Excess (deficiency)	\$ 80,400	\$ -	\$ (80,400) 100%

HHS O'odham Language resources and Materials Project (1310)			
(September 1, 2021 - September 1, 2024)			
Restricted revenues:			
Grant From Other Sources	\$ -	\$ 82,609	\$ (82,609) -100%
Restricted expenses:			
Office Supplies	-	6,666	6,666 100%
Mileage	-	2,088	2,088 100%
Program Supplies	-	10,452	10,452 100%
Professional Fees	-	10,400	10,400 100%
Indirect Costs	-	9,545	9,545 100%
Other Equipment & Tools	-	5,744	5,744 100%
Excess (deficiency)	-	44,895	44,895 100%

Excess (deficiency) \$ - \$ 37,714 \$ (127,504)

AICF/TCU Emergency Student Aid Success - (1352)

(5/13/20 - 12/31/20)

Restricted revenues:
 Grant From Other Sources \$ 26,700 \$ 26,700 \$ - 0%

Restricted expenses:
 Student Emergency Aid 26,400 2,400 (24,000) 0%
 Computer Equipment - 24,300 24,300 100%
 26,400 26,700 300 1%

Excess (deficiency) \$ 300 \$ - \$ (300)

AZ TPT State Construction Needs Funding - (1400)

(July 1, 2017 - June 30, 2037)

Restricted revenues:
 State government grant \$ 1,196,809 \$ 3,120,000 \$ (1,923,191) -62%

Restricted expenses:
 Contracts/subcontracts 1,079,552 3,120,000 2,040,448 65%
 Construction Supplies 21,663 - - 0%
 1,101,215 3,120,000 2,040,448 65%

Excess (deficiency) \$ 95,594 \$ - \$ (3,963,639)

Workforce Development - (1401)

(July 1, 2017 - June 30, 2021)

Restricted revenues:
 State government grant \$ 1,078,145 \$ 897,810 \$ (180,335) 0%

Restricted expenses:
 Payroll Taxes 12,548 - (12,548) 0%
 Stipends 13,834 - - 0%
 Contracts/subcontracts 957,220 897,810 (59,410) 0%
 983,602 897,810 (59,410) 0%

Excess (deficiency) \$ 94,543 \$ - \$ (120,925)

Univ of AZ NASA Space Grant - (1402)

(12/14/16 - 12/13/22)

Restricted revenues:					
State government grant	\$ 29,500	\$ 29,500	\$ -	0%	
Restricted expenses:					
Program Supplies	24,116	29,500	5,384	18%	
	24,116	29,500	5,384	18%	
Excess (deficiency)	\$ 5,384	\$ -	\$ (5,384)		

**Univ of AZ Diversity Planning Grant - (1404)
(9/1/18 - 8/31/22)**

Restricted revenues:					
State government grant	\$ 25,000	\$ 40,000	\$ 15,000	-38%	
Restricted expenses:					
Program Supplies	-	-	-		
Contracts/Subcontracts	32,560	40,000	7,440	19%	
	32,560	40,000	7,440	0%	
Excess (deficiency)	\$ (7,560)	\$ -	\$ 7,560		

**U of A Haury Program A Student's Journey - (20-1406)
(7/1/19 - 6/30/22)**

Restricted revenues:					
State government grant	\$ 315,838	\$ 315,206	\$ 632	0%	
Restricted expenses:					
Compensation	103,911	129,000	25,089	19%	
Employee related expenses	14,647	40,764	26,117	64%	
Events	-	10,104	10,104	100%	
Travel	1,240	3,338	2,098	63%	
Office/Education Supplies	2,139	6,000	3,861	64%	
Meeting Expenses	4,453	30,000	25,547	85%	
Honorariums/Guest Speakers	26,250	6,000	(20,250)	0%	
Awards & Gifts	23,100	6,000	(17,100)	0%	
Stipends	-	90,000	90,000	100%	
Excess (deficiency)	\$ 175,740	\$ 321,206	\$ 145,466	45%	
	\$ 140,098	\$ (6,000)	\$ (146,098)		

**BIE TCU Facilities & Improvements (1430) PL 116-260
(4/15/2020 - 6/30/2024)**

Restricted revenues:					
Federal Government Grant	\$ 428,571	\$ 428,571	\$ -	0%	
Restricted expenses:					

Other Structural Improvement	-	428,571	428,571	100%
	-	428,571	428,571	100%
Excess (deficiency)	\$ 428,571	\$ -	\$ (428,571)	

NIFA Endowment - (20-1502)
(Sept 1, 2019- Aug 31, 2022)

Restricted revenues:

Federal government grant	\$ 341,911	\$ 117,505	\$ (224,406)	0%
--------------------------	------------	------------	--------------	----

Restricted expenses:

Compensation	(2,631)	-	2,631	0%
Employee related expenses	288	-	(288)	0%
Travel/professional Development	386	-	(386)	0%
Advertising	800	-	(800)	0%
Commuter Allowance	-	-	-	0%
Communications	1,653	-	(1,653)	0%
Tractor/Auto Repairs	-	-	-	0%
Vehicle Rental	38,313	-	(38,313)	0%
Promotion/Advertising	11,145	12,000	855	7%
Consultants/Professionals	58,230	58,505	275	0%
Building Materials	1,689	-	(1,689)	0%
Education Supplies	-	-	-	0%
Meeting Expense	1,265	2,500	1,235	49%
Stipends	300	-	(300)	0%
Participant Support	225	-	(225)	0%
Guest Speaker/Honorariums	-	-	-	100%
Other Structural Improvements	810	-	(810)	0%
Program Supplies	29,744	32,000	2,256	7%
Office Supplies	-	2,500	2,500	100%
Library Collections	-	-	-	100%
Computer Equipment	5,657	10,000	4,343	43%
	147,874	117,505	(30,369)	-26%
Excess (deficiency)	\$ 194,037	\$ -	\$ (194,037)	

NIFA Equity III - (20-1508)
(Sept 1, 2018- Aug 31, 2022)

Restricted revenues:

Federal government grant	\$ 233,928	\$ 442,259	\$ (208,331)	0%
--------------------------	------------	------------	--------------	----

Restricted expenses:

Compensation	210,954	315,345	104,391	33%
Employee related expenses	39,240	40,165	925	0%
Commuter Allowance	1,454	1,606	152	0%

Consultants	2,000	1,606	(394)	0%
Program Supplies	91	-	(91)	0%
Participant Support	-	-	-	100%
Indirect Cost	42,971	85,143	42,172	0%
Excess (deficiency)	296,710	443,865	147,155	0%
	<u>(62,782)</u>	<u>(1,606)</u>	<u>(355,486)</u>	
\$	\$	\$	\$	

USDA Furniture Arts & Science (20-1509)
(May 12, 2021- May 12, 2026)

Restricted revenues:

Federal government grant	-	166,200	(166,200)	-100%
--------------------------	---	---------	-----------	-------

Restricted expenses:

Furniture	93,607	166,200	72,593	44%
Excess (deficiency)	93,607	166,200	72,593	44%
	<u>(93,607)</u>	<u>-</u>	<u>(238,793)</u>	
\$	\$	\$	\$	

TOCC Grant Match Grant 1509 USDA- (10-1004)
(Aug 31, 2021- Aug 30, 2022)

Restricted expenses:

Furniture/Other (TOCC Match)	30,953	22,428	(8,525)	-38%
Excess (deficiency)	30,953	22,428	(8,525)	
\$	\$	\$	\$	

USDA Disaster Relief Health & Wellness (1526)
(Aug 31, 2021- Aug 30, 2022)

Restricted revenues:

Federal government grant	-	99,975	(99,975)	-100%
--------------------------	---	--------	----------	-------

Other Structural Improvements

	99,975	99,975	-	0%
Excess (deficiency)	99,975	99,975	-	0%
	<u>(99,975)</u>	<u>-</u>	<u>99,975</u>	
\$	\$	\$	\$	

TOCC Grant Match Grant 1526 USDA (1005)
(Aug 31, 2021- Aug 30, 2022)

Operational expenses:

Furniture & Equipment	-	33,000	33,000	100%
Excess (deficiency)	-	33,000	33,000	100%
	<u>-</u>	<u>(33,000)</u>	<u>(33,000)</u>	
\$	\$	\$	\$	

USDA NIFA Extension Capacity (20-1531)

(Sept 1, 2021- Aug 31, 2022)

Restricted revenues:							
Federal government grant	\$	59,591	\$	177,238	\$	117,647	-100%
Compensation & Employee related Expenses		30,754		99,528		68,774	0%
Travel/ Per Diem/ Lodging/Registrations		5,711		2,198		(3,513)	0%
Stipends		-		2,700		2,700	100%
Youth Programs		-		8,000		8,000	100%
Other Participant/trainee Support Costs		-		13,312		13,312	100%
Workshops		-		4,000		4,000	100%
Program supplies		-		11,500		11,500	100%
Equipment		-		36,000		36,000	100%
Excess (deficiency)	\$	36,465		177,238		140,773	79%
		23,126	\$	-	\$	(140,773)	

NIFA Extension Capacity Bldg Together III - (20-1541)

(Sept 1, 2018- Aug. 31, 2022)

Restricted revenues:							
Federal government grant	\$	323,432	\$	660,000	\$	(336,568)	0%
Honorarium		1,500		1,500		-	0%
Restricted expenses:							
Compensation		264,191		283,000		18,809	7%
Employee related expenses		59,284		65,980		6,696	10%
Travel/Lodging/Mileage/Transportation		9,045		12,960		3,915	30%
Registration		1,500		760		(740)	-97%
Equipment Rental		510		-		(510)	0%
Consultants		200		1,800		1,600	89%
Honorariums		-		2,000		2,000	100%
Meeting Expense		2,940		-		(2,940)	0%
Program Materials & Supplies		1,240		6,120		4,880	80%
Excess (deficiency)	\$	338,910		366,500		27,590	0%
		(13,978)	\$	295,000	\$	(364,158)	

2019 USDA TCI E Campus Community Facilities (20-1621)

(9/1/19-9/30/20)

Restricted revenues:							
Federal government grant	\$	102,436	\$	137,702	\$	(35,266)	-26%
TOCC Match		-		7,247		(7,247)	-100%
Restricted expenses:							
Excavation		36,000		36,000		-	0%

Excavation TOCC	6,250	6,250	-	0%
Utility Infrastructure	29,433	64,700	35,267	55%
Concrete	31,000	31,000	-	0%
Framing	6,002	6,002	-	0%
Framing TOCC	997	997	-	0%
	<u>109,682</u>	<u>144,949</u>	<u>35,267</u>	<u>24%</u>
Excess (deficiency)	<u>(7,246)</u>	<u>-</u>	<u>(77,780)</u>	
	\$	\$	\$	

2018 USDA TCI E Campus Solar Project (20-1622)
(9/1/18- Nov 2023)

Restricted revenues:				
Federal government grant	\$ -	\$ 129,000	\$ (129,000)	-100%
TOCC Match	-	-	-	0%
		<u>129,000</u>		
Restricted expenses:				
Other costs to complete				
Equipment and Construction Costs	<u>27,435</u>	<u>129,000</u>	<u>101,565</u>	<u>79%</u>
	<u>27,435</u>	<u>129,000</u>	<u>101,565</u>	<u>79%</u>
Excess (deficiency)	<u>(27,435)</u>	<u>-</u>	<u>(230,565)</u>	
	\$	\$	\$	

2018 USDA TCI E Campus Solar Project Match (10-1622)

Restricted expenses:				
Equipment and Construction Costs	<u>6,450</u>	<u>6,450</u>	<u>-</u>	<u>0%</u>

2020 USDA TCI Wellness Ctr (20-1628)

(9/1/20- 8/31/21)				
Restricted revenues:				
Federal government grant	\$ -	\$ 181,367	\$ (181,367)	-100%
TOCC Match	-	9,068	(9,068)	-100%
		<u>190,435</u>		
Restricted expenses:				
Equipment and Construction Costs	<u>-</u>	<u>190,435</u>	<u>190,435</u>	<u>100%</u>
	<u>-</u>	<u>190,435</u>	<u>190,435</u>	<u>100%</u>
Excess (deficiency)	<u>-</u>	<u>-</u>	<u>(380,870)</u>	
	\$	\$	\$	

Title III Part A Our Circle of Strength - (20-1632)

(Oct. 1, 2020 - Sept. 30, 2025)				
Restricted revenues:				
Federal government grant	\$ 1,031,770	\$ 3,055,063	\$ (2,023,293)	-66%
Restricted expenses:				

Compensation	601,621	1,514,365	912,744	60%
Employee related expenses	144,798	406,112	261,314	64%
Travel Expense	-	404,573	404,573	100%
Mileage	-	148,740	148,740	100%
Registrations	-	49,530	49,530	100%
Commuter Allowance	2,666	13,320	10,654	80%
Communications	-	5,950	5,950	100%
Vehicle rental	4,825	37,185	32,360	100%
Printing	-	37,185	37,185	100%
Memberships	-	3,719	3,719	100%
Consultant fees and expenses	20,000	74,370	54,370	100%
Education supplies and Outreach	6	70,944	70,938	100%
Office supplies	136	26,030	25,894	99%
Other office supplies/GED	-	7,437	7,437	100%
Meetings	-	18,593	18,593	100%
Contracts/subcontracts	13,574	164,291	150,717	92%
Other Structural Improvements	311,199	-	(311,199)	0%
Office equipment	-	67,172	67,172	100%
Library collection	-	5,550	5,550	100%
Excess (deficiency)	<u>1,098,825</u>	<u>3,055,063</u>	<u>1,956,238</u>	<u>64%</u>
	<u>\$(67,055)</u>	<u>\$(0)</u>	<u>\$ 67,055</u>	

Title III Part F Honoring Yesterday to Build Tom. - (20-1642)

(Oct. 1, 2015 - Sept. 30, 2020)

Restricted revenues:

Federal government grant	\$ 607,126	\$ 2,873,145	\$ (2,266,019)	-79%
--------------------------	------------	--------------	----------------	------

Restricted expenses:

Compensation	-	263,422	263,422	100%
Employee related expenses	-	81,202	81,202	100%
Contracts/subcontracts	-	5,340	5,340	100%
Computer equipment	-	174,011	174,011	100%
Other Structural Improvements	607,127	2,348,984	1,741,857	74%
Education supplies	-	186	186	100%
Excess (deficiency)	<u>607,127</u>	<u>2,873,145</u>	<u>2,266,018</u>	<u>79%</u>
	<u>\$(1)</u>	<u>\$ -</u>	<u>\$ 1</u>	

American Rescue Plan Fund (ARP) BIE PL 117-2 (20-1680)

(July 1, 2019 - June 30, 2024)

Restricted revenues:

Federal government grant	\$ 5,581,278	\$ 5,581,278	\$ -	0%
--------------------------	--------------	--------------	------	----

Restricted expenses:

Student Assistance	-	5,581,278	5,581,278	100%
--------------------	---	-----------	-----------	------

**Emergency Aid/Paid Internship
(Jan 1, 2020 - Sept 30, 2020)**

Restricted revenues:									
Grants From Other Sources	\$	48,584	\$	169,000	\$	(120,416)			-71%
Restricted expenses:									
Administrative Costs Emergency Aid		-		9,000		9,000			100%
Administrative Costs Paid Internship		-		30,000		30,000			100%
Student Funds Emergency Aid		5,558		30,000		24,442			81%
Advertising & Promotion		3,296		-		(3,296)			0%
Office Supplies		424		-		(424)			0%
Student Funds Paid Internship		-		100,000		100,000			100%
Meeting Expense		36		-		-			0%
		9,314		169,000		159,722			95%
Excess (deficiency)	\$	39,270	\$	-	\$	(39,270)			

**Ed stabilization Fund Covid 19 Assistance (20-8021)
(July 1, 2019 - June 30, 2024)**

Restricted revenues:									
Federal government grant	\$	817,579	\$	817,579	\$	-			0%
Restricted expenses:									
Student Assistance		-		817,579		817,579			100%
Employee related expenses		-		-		-			
Contracts/subcontracts		-		-		-			
Computer equipment		-		-		-			
Other Structural Improvements		-		-		-			
Education supplies		-		-		-			
Excess (deficiency)	\$	817,579	\$	817,579	\$	(817,579)			100%

TOTAL RESTRICTED EXPENSES

Restricted revenues:									
Federal government grants	\$	11,264,455	\$	18,906,885	\$	7,642,430			40%
State government grants		2,645,292		4,402,516		1,757,224			40%
Grant from Other Sources		1,878,731		2,385,236		(507,137)			-21%
Total Restricted Revenues	\$	15,788,478	\$	25,694,637	\$	8,892,517			35%
Restricted expenses:									
Excess (deficiency)	\$	8,696,095		25,683,646		16,972,647			66%
	\$	7,092,383	\$	10,991	\$	(25,865,164)			

STUDENT FINANCIAL AID

AICF Food Security Emergency Aid (20-1221)

Restricted revenue:							
Federal government grant	\$	5,700	\$	5,700	\$	-	0%
Restricted expenses:							
Grants to or expenditures for TOCC students		-	5,700	5,700	5,700	5,700	100%
		-	5,700	5,700	5,700	5,700	100%
Excess (deficiency)	\$	5,700	\$	-	\$	(5,700)	

Scholarships- 20-1353 AICF Online Instruction (May 26, 2020 - July 31, 2020)

Restricted revenues:							
Scholarship Award	\$	10,000	\$	10,000	\$	-	0%
Restricted expenses:							
Online Instruction		-	10,000	10,000	10,000	10,000	100%
		-	10,000	10,000	10,000	10,000	0%
Excess (deficiency)	\$	10,000	\$	-	\$	(10,000)	

Scholarships- 21-8010 AICF (July1, 2020 - June 30, 2021)

Restricted revenues:							
Scholarship Award	\$	242,904	\$	102,500	\$	140,404	137%
Restricted expenses:							
Travel/Meeting/Office Expense		4,441	2,500	(1,941)			0%
Scholarships		395,552	100,000	(295,552)			0%
		399,993	102,500	(297,493)			0%
Excess (deficiency)	\$	(157,089)	\$	-	\$	437,897	

DoE Ed Cares Act Institutional Support (5/1/20 - 6/30/21) Grant 20-8025

Restricted revenue:							
Federal government grant	\$	924,823	\$	924,823	\$	-	0%
Restricted expenses:							
Compensation		78,050	78,050	-	-	-	0%
Employee Related Expenses		7,842	7,842	-	-	-	0%
Office Supplies		-	-	-	-	-	0%

Grants to students	701,489	775,181	73,692	10%
Indirect Costs	23,191			
Awards & Gifts	114,750	63,750	(51,000)	0%
	<u>925,322</u>	<u>924,823</u>	<u>22,692</u>	
Excess (deficiency)	<u>\$ (499)</u>	<u>\$ -</u>	<u>\$ (499)</u>	

Dept of Ed Cares Act Title III TCU Fund 3/13/20-6/30/22 (20-8026)

Restricted revenue:				
Federal government grant	\$ 1,444,803	\$ 7,001,292	\$ (5,556,489)	0%

Restricted expenses:

Compensation	380,906	-	(380,906)	0%
Employee related expenses	24,744	-	(24,744)	0%
SCAC Grants to or expenditures for students	-	274,665	274,665	100%
Postage & Delivery	18,363		(18,363)	0%
Communications	1,385			
Building Rent	24,914			
Building R&M	4,441			
Consultant Fees	134,093		(4,441)	0%
Staff Development	6,588		(134,093)	0%
Education Supplies	8,981		(6,588)	0%
Meeting Expense	5,718		(8,981)	0%
Custodial Expenses	140,710		(5,718)	0%
CARES ACT Higher Ed Emergency Relief	1,139,188		(140,710)	0%
Residence Fees Lost	39,600	39,600	-	0%
Residence Fees Refunded TOCC	(22,072)	17,528	39,600	0%
Contracts/Subcontracts/consultants	-		-	0%
Cleaning Supplies	-		-	
Indirect Costs	303,279		(303,279)	0%
Other Structural Improvements	94,079		(94,079)	0%
Computer Equipment	553,441		(553,441)	0%
Awards and Gifts	34,000		(34,000)	0%
Grants to or expenditures for TOCC students	-	6,669,499	6,669,499	100%
	<u>2,892,358</u>	<u>7,001,292</u>	<u>4,135,233</u>	
Excess (deficiency)	<u>\$ (1,447,555)</u>	<u>\$ -</u>	<u>\$ (1,421,256)</u>	

DOE CARES Higher Ed Emergency Student Aid Relief Fund (HEERF)(20-8031)

Restricted revenue:				
Federal government grant	\$ 624,022	\$ 624,022	\$ -	0%

Restricted expenses:

Emergency Relief	199,922	624,022	424,100	68%
Excess (Deficiency)	<u>\$ 424,100</u>	<u>\$ -</u>	<u>\$ (424,100)</u>	

PELL -21- 8030 (July1, 2021 - June 30, 2022)

Restricted revenue:					
Federal government grant	\$	1,002,154	\$	1,100,000	\$ (97,846) -9%
Restricted expenses:					
Office Supplies					
Grants to students		1,007,838		1,100,000	
		<u>1,007,838</u>		<u>1,100,000</u>	
Excess (deficiency)	\$	<u>(5,684)</u>	\$	<u>-</u>	\$ <u>(5,684)</u>

TOTAL STUDENT FINANCIAL AID

Restricted revenue:					
Federal government grants	\$	4,254,406	\$	9,768,337	\$ (5,513,931) -56%
Restricted donations		248,604		108,200	140,404 130%
		<u>4,503,010</u>		<u>9,876,537</u>	<u>(5,373,527) -54%</u>
Restricted expenses		5,425,433		9,758,337	4,332,904 44%
Excess (deficiency)	\$	<u>(922,423)</u>	\$	<u>118,200</u>	\$ <u>(1,040,623)</u>

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: MICKIE WIDENER, HUMAN RESOURCES ASSISTANT
SUBJECT: AGENDA ITEM— MAY 2022
DATE: 5/2/2022
CC: FILE

Background

The following employees are recommended for the Board's consideration as a new hires and separations.

Recommendation

The President recommends the approval of the employees on the attached list as a new hires and separations for the Tohono O'odham Community College.

RESOURCE LIST
March 2022

New Hires:

Name	Position	Date
Celia Andrews	Administrative Assistant-Finance	5/2/2022
Sonya Juan	HR Director	4/29/2022
	<p>Mrs. Sonya Juan was Human Resources Analyst (dual duty) with for two years and four months and she was Claims Analyst for two years and two months. Mrs. Juan was Human Resources Specialist for one year and four months and she was Human Resources Generalist for one year. Mrs. Juan was Records Information System Technician for one year and five months with Tohono O'odham Nation Human Resources. Mrs. Sonya Juan was Secretary/Court Clerk II for one year and five months with Tohono O'odham Nation Justice Center and she was Receptionist/Secretary for three years and four months with Tohono O'odham Nation Motor Pool. She was Office Assistant for one month at Schuk Du'ag District and worked in Medical Records for one month.</p> <p>Mrs. Sonya Juan received her Bachelor's Degree in Criminal Justice from Brookline College.</p>	

Separations:

Dr. Sudip Sen	Dean of Student Services	4/25/2022
Sharon Ramon	Accounting Technician	4/22/2022

**Tohono O'odham Community College
Employment Vacancy Activity Log
May 2022**

Administrative/Faculty/Exempt

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American		Application w/documents Complete		Date forwarded to screening committee	Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
			Other		Yes	No		Yes	No		Yes	No	
Academic Advisor Coordinator	Edu.	0					3/30/2022	2	1	3/30/2022 & 4/5/22	1	1	Pending start date
Apprentice Director	Pres.	1		1			4/18/2022	1		4/19/2022	1		Pending start date
Human Resources Director	Pres.	2	1	1	1	1	3/30/2022	1	1	3/31/22			Position filled 4/29/2022
Language Specialist	Edu.	1		1	1	1	5/2/2022						Continue to advertise
Restaurant Manager Instructor	Sustain.	2		2	1	1	4/26/2022		2				Continue to advertise
Technical Support Manager	Sustain.	1		1	1	1	5/2/2022						pending additional paperwork

**Employment Vacancy Activity Log
May 2022**

Hourly

Vacant Position	Division	Number of Applicants	Tohono O'odham Native American Other		Application w/documents Complete		Date forwarded to screening committee		Recommended for Interview		Interview Scheduled	Recommendation Made		Comments
			Yes	No	Yes	No	Yes	No	Yes	No				
Administrative Assistant	Finance	2	2		2		4/29/2022	2		4/25/2022	1	1	Position filled effective 5/2/22	
Administrative Assistant	Edu.	1	1			1	5/2/2022						Pending manager review	
Bookstore Supervisor	Finance	1	1		1		4/28/2022	1					Accepted different position-Continue to advertise	
Data Entry Clerk	Stu. Svs.	5	3	2	2	3	4/28/2022	1	1	4/21/2022	1	1	Pending start date	
Facilities Maintenance Technician I	Op.	5	4	1	3	2	4/29/2022	3	2	5/3/2022			Pending interview	

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: HR DIRECTOR, SONYA JUAN
FROM: PAUL ROBERTSON, PRESIDENT
**SUBJECT: CHANGE HR ADMINISTRATIVE ASSISTANT POSITION TO HR
TECHNICIAN**
CC: FILE

Background: TOCC's HR Office has operated with a Director and an Administrative Assistant for the past decade. The growth in student numbers and in additional personnel before the pandemic and the continued growth since has predicated the hiring of some additional personnel, adding to the burden on the HR Office.

While the two HR personnel have been able to meet the challenges, the nature of the work being required of the HR Assistant has grown more complex: the Assistant has taken on some of the responsibilities formerly under the purview of the Director, thereby providing the Director the opportunity to focus needed effort on a variety of tasks.

In sum, the situation is this: HR can continue to operate with two persons for the coming year at least. But, the Assistant position needs to be upgraded in accord with the increased expectations for it. In addition to sharing some tasks that were formerly under the purview of the Director, the HR Technician would work with the Director to move the office from a heavily-based paperwork operation to one that is marked by use of the Jenzabar HR module, thereby cutting down on paper flow and employee time. Benefits will accrue to the TOCC overall and especially to the HR operation at the College.

Justification: There are sufficient funds in the College budget to support the upgrade from \$17/hour to \$20/hour. The upgrading of the position from Administrative Assistant to Technician will provide the employee with a wage in keeping with the demands of the position.

Action Requested: Request approval of upgrade of the HR Administrative Assistant position to an HR Technician position.

Recommendation: President recommends approval.



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Human Resources Assistant Technician
Reports To: Human Resources Director
Status: Full-time/ Regular/ Hourly
Salary: \$15.00 20.00 an hour

~~**SUMMARY:** The Human Resources Assistant's duties will include all functions of the human resource's daily operations and activities. Areas include, but not limited to recruitment and selection, classification and compensation, employee development, employee relations, requests for personnel actions, records maintenance, and human resources management information. The Human Resources Assistant will support the T-So:son (Our Core Values) including T-Wohocudadag — Our Beliefs, T-Apedag — Our Well-Being, T-Pi:k Elida — Our Deepest Respect and I-We:mta — Working Together.~~

The HR Technician is responsible for providing expertise across a variety of general human resources functions, including in the areas of payroll, recruitment, hiring, and onboarding. The Technician will help ensure excellent and timely customer service to faculty, staff, and administration, with the goal of ensuring a positive experience for job candidates, hiring managers, staff, and faculty.

TOCC is committed to building a culturally diverse community of faculty, staff, and students and is dedicated to contributing to an inclusive and equitable campus environment.

ESSENTIAL DUTIES:

- ~~_____~~
- Maintain online applicant tracking system (e.g., Paychex/Staffing Pro); enroll new hires in online benefit software system (Clear Path Prime) and in a Higher Education Software Management (Jenzabar);
- Assist the Director in transitioning the HR Office at TOCC in its move to an automated regime operating within the Jenzabar database system and eliminating much of the paper flow
- ~~_____~~
- Attend career fairs on and off the Tohono O'odham Nation;
- ~~Plan and organize bi-annual health and wellness fairs and participate in college event planning;~~
- Reconcile bi-weekly payroll and provide backup for the Payroll Technician; ~~_____~~
- ~~Provides technical administrative support to the Human Resources function, which may include: sorting records; preparing and disseminating communication materials; and performing other related activities;~~
- Schedules employees, applicants, and/or other applicable individuals for interviews, orientations, and/or related activities; prepares new hire paperwork, payroll and separation forms; and provides new hire and benefits orientations. Focus on recruitment practices and procedures; ~~_____~~
- Compiles and prepares a variety of data and reports;
- Responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources procedures, programs, job opportunities, and/or other related information; ~~_____~~

- Performs duties related to the maintenance of HR policies, procedures and systems.
- Support the T-So:son (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.
- ~~_____~~
- ~~Performs other duties of a similar nature or level.~~

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- ~~Associate's degree or two-year technical certificate in human resources, business administration, or related field; and/or one to two years of human resources support or office assistant experience. An equivalent combination of education and experience necessary to perform the essential responsibilities position will be considered.~~
- Associate's degree or higher, Or
- Two years of human resources support or office assistant experience Or,
- An equivalent combination of education and experience necessary to perform the essential responsibilities of the position.

Additional Consideration May Be Given To Individuals with the Following Qualifications:

- ~~Ability to speak and understand O'odham and/or Spanish.~~
- ~~_____~~
- ~~_____~~
- Knowledge and understanding in the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past year.
- Must successfully pass a background check.

KNOWLEDGE:

- Basic human resources principles and practices;
- Customer service principles;
- Recordkeeping principles and practices;
- ~~Modern office practices;~~
- ~~Basic training principles;~~
- Data base operations and management
- ~~_____~~
- Computers and related software applications.

SKILLS:

- ~~Operating computers and applicable software;~~
- ~~Preparing reports;~~
- ~~Compiling data and information;~~
- Able to prepare clearly stated memoranda and reports
- ~~_____~~
- Providing excellent customer service;
- Maintaining a variety of records and logs;
- Lead staff and faculty training sessions.
- Be able to handle sensitive and confidential issues.
- ~~_____~~
- ~~Leading orientation sessions;~~
- ~~Handling sensitive and confidential issues;~~

- ~~Using a computer and related software applications;~~
- ~~Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.~~

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Human Resources Assistant will work closely with members of the Tohono O'odham Nation within a multicultural setting.

BENEFITS

The College offers a comprehensive benefit package and 401(k).

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of three references (name, position, organization and work phone numbers), and three (3) letters of recommendation dated within the past twelve months. If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/or if claiming Veteran Preference, submit a copy of the DD214 form to:

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 383-0049
FAX (520) 383-0029**

"This institution is an equal opportunity provider and employer."



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Human Resources Technician

Reports To: Human Resources Director

Status: _____ Full-time/ Regular/ Hourly

Salary: _____ \$20.00/hour

SUMMARY: The Human Resources Technician duties will include all functions of the human resource's daily operations and activities. Areas include recruitment and selection, classification and compensation, employee development, employee relations, requests for personnel actions, records maintenance, and human resource management information.

ESSENTIAL DUTIES:

- Maintain online applicant tracking system (Paychex/Staffing Pro). enroll new hires in online benefit software system and in a Higher Education Software Management (Jenzabar).
- Assist the Director in transitioning the HR Office at TOCC to an automated regime within the Jenzabar database system.
- Attend career fairs on and off the Tohono O'odham Nation.
- -Reconcile bi-weekly payroll and provide backup for the Payroll Technician.
- Schedules employees, applicants, and/or other applicable individuals for interviews, orientations, and/or related activities. prepares new hire paperwork, payroll and separation forms. and provides new hire and benefits orientations. Focus on recruitment practices and procedures.
- Compiles and prepares a variety of data.
- Responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources procedures, programs, job opportunities, and/or other related information.
- Performs duties related to the maintenance of HR policies, procedures and systems
- The Human Resources Technician will support the T-Şo:şon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together.
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Associate's degree or higher preferred; Or
- Two years of human resources support or office assistant experience Or,

- An equivalent combination of education and experience necessary to perform the essential responsibilities of the position.

Additional Consideration May Be Given To Individuals with the Following Qualifications:

- Ability to speak and understand O’odham.
- Knowledge and understanding in the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS

- Valid Arizona Driver’s license with no DUI’s or major traffic offenses within the past year.
- Must successfully pass a background check.

KNOWLEDGE:

- Basic human resources principles and practices.
- Customer service principles.
- Recordkeeping principles and practices.
- Modern office practices.
- Basic training principles.
- Computers and related software applications.

SKILLS:

- Operating computers and applicable software.
- Preparing reports.
- Compiling data and information.
- Providing customer service.
- Maintaining a variety of records and logs.
- Leading orientation sessions.
- Handling sensitive and confidential issues.
- Using a computer and related software applications.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O’odham Nation, 60 miles west of Tucson. The Human Resources Assistant will work closely with members of the Tohono O’odham Nation within a multicultural setting.

BENEFITS

The College offers a comprehensive benefit package and 401(k).

HOW TO APPLY

Applications are available online at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers), and two (2) letters of recommendation dated within the past twelve months. If claiming Indian Preference under Tohono O’odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

TOHONO O’ODHAM COMMUNITY COLLEGE

**ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 383-0049
FAX (520) 383-0029**

"This institution is an equal opportunity provider and employer."

Revised: April 17, 2022

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: JAY JUAN, CHIEF OF OPERATIONS
SUBJECT: AGENDA ITEM— ADD AN OFFICE COORIDINATOR POSITION
DATE: FEBURARY 2022
CC: FILE

Background

The Tohono O'odham Community College's (TOCC) Operations Department oversees the Facility Maintenance Program, and the Transportation Program which includes managing and maintaining all College vehicles.

Justification

The College recently added new buildings; there is a prediction with the recent rapid growth that we will need to erect additional structures to accommodate the growing employee base. To keep up with the demand of requests, we have recently started utilizing Schooldude, the software utilized by employees to submit requests to use the buildings and vehicles and report any maintenance issues. Schooldude is essential to our ability to respond quickly and effectively, which requires daily/hourly observation from someone authorized to approve or redirect all requests. By employing an Office Coordinator in the Operations department, we will ensure Schooldude is used to its full ability and planned purpose. In addition to the guarantee that authorized personnel will be onsite to assist in the oversight of the College's vehicles and gas cards in the absence of the Chief of Operations.

Recommendation

The College President recommends adding an Office Coordinator to assist the Chief of Operations. Based on a review of the position's duties and responsibilities, it is recommended that the rate of pay be **\$40,000 - \$44,000 (DOE)**

ATTACHMENT: Office Coordinator job description



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Office Coordinator - ~~LLC~~Operations
Reports To: ~~Director~~Chief of Operations ~~LLC~~
Status: Full-time/ Regular/ Exempt
Salary: \$40,000 - \$44,000 (DOE)

SUMMARY: Responsibilities include providing administrative support, coordinating office functions, providing organizational or departmental information to internal and external parties, compiling data and reports, scheduling appointments and meetings, processing requisitions, reviewing, revising and distributing standard documents and correspondence, and database entries. ~~The Coordinator will support the T-So:son (Our Core Values) including T-Wohocudag — Our Beliefs, T-Apedag — Our Well-Being, T-Pi:k Elida — Our Deepest Respect and T-We:mta — Working Together.~~

ESSENTIAL DUTIES:

- Provides administrative, clerical and financial services in order to ensure effective, efficient and accurate administrative and financial operations;
- Initiates, processes, and reviews routine and/or specialized paperwork, forms, reports, and/or confidential information related to assigned area of responsibility, ensuring completeness and accuracy of information; maintains related records;
- Performs various administrative duties to include: greet and assist students, clients, and visitors, screen incoming calls, take and transmit messages, distribute mail, make photocopies, perform data entry, and schedule appointments and/or department activities, provide support for ~~Apprenticeship Advisory Committee~~all programs associated with the Department of Operations;
- Coordinate and schedule staff coverage for College events and activities;
- Responds to requests for information, in person, via e-mail, and over the phone; coordinates community project requests;
- Prepares and/or enters a variety of information for the ~~DOL Registered Apprenticeship, monitors hours, maintains RAPIDS database, and~~Operations Department, record all work and related activities using spreadsheets, documents, invoices, databases, logs, forms, and/or other related areas, utilizing established guidelines and procedures; ~~maintain~~ filing system logs and keep records and reports. Perform records management;
- Manage and oversee the use of SchoolDude software, assist employees with reset SchoolDude passwords, entering work requests;
- Ensure GSA vehicle credit cards are secured, cards are signed in and out properly, vehicle repairs are documented and filed according to College policies;
- Routinely handles confidential, sensitive, and timely information exercising discretion; independently prepares meeting agendas, memos, correspondence, reports, presentations, and performs a variety of non-routine assignments;
- ~~Orders, distributes and receives books for students; analyzes, resolves and perform student account updates and reconciliations; and assists in the administration of online student training and classes;~~
- Coordinate and provide accounting, budgeting, ~~and payroll support and services;~~ processes a variety of payments, invoices, purchase orders, and other related information; reconciles, balances, updates, and maintains accounts payable, accounts receivable, and/or related accounts; reviews, enters, and processes timesheets, prints and distributes checks and deposit notices, and prepares related reports;

- T-So:son (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree in accounting, business, finance, or related field; and two years office support experience. An equivalent combination of education and experience necessary to perform the essential responsibilities position will be considered.

Additional Consideration May Be Given To Individuals with the Following Qualifications:

- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding in the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past two years.
- Successfully pass a background check.

KNOWLEDGE:

- ~~Principles of payroll;~~
- ~~Accounting principles and practices;~~
- Mathematical principles;
- Customer service principles;
- Communication methods and techniques;
- Data collection and analysis techniques;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping principles;
- Records management techniques;
- Basic office equipment maintenance procedures.

SKILLS:

- Using a computer and related software applications;
- Providing customer service;
- Compiling and tabulating data;
- Preparing correspondence;
- Filing;
- Processing information utilizing established procedures;
- Using modern office equipment;
- Maintaining records and files;
- Maintaining office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Office Coordinator will work closely with members of the Tohono O'odham Nation within a multicultural setting.

Covid-19: Proof of Vaccination with Booster is a requirement for employment with TOCC.

BENEFITS

The College offers a comprehensive benefit package and 401(k).

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers), ~~and two (2) letters of recommendation dated within the past 24 months.~~ If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) ~~383-0049479-2307~~
FAX (520) ~~383-0029479-2281~~

"This institution is an equal opportunity provider and employer."

BOT Approval: 11/12/20 sde



TOHONO O'ODHAM COMMUNITY COLLEGE JOB ANNOUNCEMENT

Job Title: Office Coordinator - Operations
Reports To: Chief of Operations
Status: Full-time/ Regular/ Exempt
Salary: \$40,000 - \$44,000 (DOE)

SUMMARY: Responsibilities include providing administrative support, coordinating office functions, providing organizational or departmental information to internal and external parties, compiling data and reports, scheduling appointments and meetings, processing requisitions, reviewing, revising and distributing standard documents and correspondence, and database entries.

ESSENTIAL DUTIES:

- Provides administrative, clerical and financial services in order to ensure effective, efficient and accurate administrative and financial operations;
- Initiates, processes, and reviews routine and/or specialized paperwork, forms, reports, and/or confidential information related to assigned area of responsibility, ensuring completeness and accuracy of information; maintains related records;
- Performs various administrative duties to include: greet and assist students, clients, and visitors, screen incoming calls, take and transmit messages, distribute mail, make photocopies, perform data entry, and schedule appointments and/or department activities, provide support for all programs associated with the Department of Operations;
- Coordinate and schedule staff coverage for College events and activities;
- Responds to requests for information, in person, via e-mail, and over the phone; coordinates community project requests;
- Prepares and/or enters a variety of information for the Operations Department, record all work and related activities using spreadsheets, documents, invoices, databases, logs, forms, and/or other related areas, utilizing established guidelines and procedures; maintain filing system logs and keep records and reports. Perform records management;
- Manage and oversee the use of SchoolDude software, assist employees with reset SchoolDude passwords, entering work requests;
- Ensure GSA vehicle credit cards are secured, cards are signed in and out properly, vehicle repairs are documented and filed according to College policies;
- Routinely handles confidential, sensitive, and timely information exercising discretion; independently prepares meeting agendas, memos, correspondence, reports, presentations, and performs a variety of non-routine assignments;
- Coordinate and provide accounting, budgeting; processes a variety of payments, invoices, purchase orders, and other related information; reconciles, balances, updates, and maintains accounts payable, accounts receivable, and/or related accounts; reviews, enters, and processes timesheets, prints and distributes checks and deposit notices, and prepares related reports;
- T-Şo:şon (Our Core Values) including T-Wohocudadag – Our Beliefs, T-Apedag – Our Well-Being, T-Pi:k Elida – Our Deepest Respect and I-We:mta – Working Together;
- Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:***Minimum Qualifications:***

- Bachelor's degree in accounting, business, finance, or related field; and two years office support experience. An equivalent combination of education and experience necessary to perform the essential responsibilities position will be considered.

Additional Consideration May Be Given To Individuals with the Following Qualifications:

- Ability to speak and understand O'odham and/or Spanish.
- Knowledge and understanding in the history and contemporary issues facing Native peoples.

LICENSING REQUIREMENTS

- Valid Arizona Driver's license with no DUI's or major traffic offenses within the past two years.
- Successfully pass a background check.

KNOWLEDGE:

- Mathematical principles;
- Customer service principles;
- Communication methods and techniques;
- Data collection and analysis techniques;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping principles;
- Records management techniques;
- Basic office equipment maintenance procedures.

SKILLS:

- Using a computer and related software applications;
- Providing customer service;
- Compiling and tabulating data;
- Preparing correspondence;
- Filing;
- Processing information utilizing established procedures;
- Using modern office equipment;
- Maintaining records and files;
- Maintaining office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

WORK ENVIRONMENT:

TOCC is a tribal college located on the Tohono O'odham Nation, 60 miles west of Tucson. The Office Coordinator will work closely with members of the Tohono O'odham Nation within a multicultural setting.

Covid-19: Proof of Vaccination with Booster is a requirement for employment with TOCC.

BENEFITS

The College offers a comprehensive benefit package and 401(k).

HOW TO APPLY

Applications are available on line at www.tocc.edu. Interested applicants must submit a completed TOCC application for employment, resume, related degrees, transcripts, certificates, a list of two references (name, position, organization and work phone numbers). If claiming Indian Preference under Tohono O'odham Ordinance 01-85, submit a copy of certification or enrollment card and/ or if claiming Veteran Preference, submit a copy of the DD214 form to:

**TOHONO O'ODHAM COMMUNITY COLLEGE
ATTENTION: HUMAN RESOURCES
P.O. BOX 3129
SELLS, AZ 85634
VOICE (520) 479-2307
FAX (520) 479-2281**

"This institution is an equal opportunity provider and employer."

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: ANSELMO RAMON CHAIR OF WCD AND MARIO MONTES-HELU, DEAN FOR SUSTAINABILITY
SUBJECT: SOLAR PANEL INSTALLER CERTIFICATE PROGRAM
DATE: 5/3/2022

Background: In the past several years, the college has made some attempts to provide solar awareness and programing that would provide students with the understanding that solar energy is a viable and sustainable energy source for the Tohono O'odham Nation, however this path did not provide for a sustainable long term program directly related to the Education and Training of students and community members with an HCL approved program. The movement to provide a more robust educational experience and training in Photovoltaics that meets industry standards is the direction that the office of Sustainability and Workforce Development has determined as a viable and long term solutions for a solar voltaic program at Tohono O'odham Community College.

Justification: The Solar Panel Installer program & curriculum will provide students and community members with education and training that is based on Industry Standard. The solar panel installer program will provide viable training and hands on experience that will provide for direct employment opportunities.

Action Requested: The office of Sustainability & Workforce and Community Development is requesting board approval of the Solar Panel Installer Curriculum as a program of study at Tohono O'odham Community College.

Recommendation:

President Robertson recommends approval of the new Solar Panel Installer Certificate program.

TOHONO O'ODHAM KEKEL COLLEGE

TO: FACULTY, HIMDAG COMMITTEE, ADMINISTRATION, & BOARD OF TRUSTEES
FROM: ANSELMO RAMON, CHAIR OF ACADEMIC PROGRAMS IN WORKFORCE & COMMUNITY DEVELOPMENT
SUBJECT: NEW PROGRAM OF STUDY “SOLAR PANEL INSTALLER CERTIFICATE”
DATE: MARCH 8 2022
CC: DEAN OF ACADEMICS, DEAN FOR SUSTAINABILITY

1. Name of Initiator(s):

Dr. Mario Montes-Helu
Mr. Anselmo Ramon

2. Name of proposed degree or certificate: (indicate whether AA, AS, AAS, etc.)

Solar Panel Installer Certificate

3. Description of proposed degree or certificate.

The Solar Panel Installer certificate program consists of 39 credit hours. Students enrolled in this program will develop knowledge and skills to successfully install photovoltaic solar panels. The student will gain a basic understanding of electrical theory, wiring to proper code requirements, proper safety and panel mounting, panel positioning and tie-in to the commercial grid. Students will have the skills necessary to enter the workforce as an entry level solar panel installer. The program is designed to be flexible in that it can provide students with the essential entry level skills to obtain direct employment with the Tohono O’odham Nation and surrounding solar installer companies. The need for Solar technology has grown throughout the state of Arizona and the United States. The solar installer certificate will provide degree-seeking students and community members to gain valuable, practical skills in an emerging solar technical sector.

4. Statement of purpose for the new program or certificate.

The Certificate Program in Solar Installer Level I is designed to provide the Tohono O’odham Nation and greater Arizona and national region with well-trained, technically proficient in the basic principles of electrical theory. This program is designed to meet an emerging trend in solar power with the use of photovoltaic technology. This new certificate program

will allow both new undergraduate students and postgraduates with the opportunity to develop new skills in an emerging technology field of photovoltaics. Students will gain hands-on experience in understanding the work ethic required to meet the growing demand as a solar panel installer.

The certificate prepares students for direct entry into the workforce as a solar installer level I technician. Students in other programs such as Environmental Science, Natural Resources, Agriculture, Apprenticeship, or Business can gain a credential and not be detracted from their main course of study.

Successful graduates of this program will be professionally, ethically, socially and environmentally responsible. They will be ready to apply their skills to address community issues including the need for solar energy for home use on and off the grid, climate change resilience, sustainable agriculture, management of water, natural, and cultural resources.

This certificate program prepares an individual in the community for the future in the way of solar energy, while honoring student past. By developing an entry-level solar panel installer level, TOCC can help attract solar panel installation companies to recruit students from this newly developed solar installation level I program at TOCC. This level I solar installer will provide an outlet for those who are interested in entrepreneurship as a solar panel installer company that can be owned and run by a member of the Nation, increasing the employment opportunities for others to consider a career in solar energy starting as an entry level installer position. This program will equip anyone in the community with the means to explore, appreciate, and understand the power and value of solar energy on the Tohono O’odham Nation.

5. List three to six Program Level Outcomes for the proposed degree or certificate and describe how each of those outcomes can be measured. (Complete curriculum map in Attachment B)

Students successfully completing this program will be able to demonstrate proficiency in the following areas:

- Know Basic Electrical Theory
- Demonstrate proper wiring according to electrical code
- Know proper safety procedures
- Properly install solar panels and mounting
- Know and understand proper panel positioning
- Demonstrate how a commercial grid is tie

6. Describe how the proposed degree or certificate aligns with the College’s Mission and Vision.

This certificate program directly aligns with the College's Mission and Vision by supporting the needs of the Tohono O'odham Nation. This program will create opportunities for community members in a fast-growing solar technology field. Students will gain hands-on experience with the latest solar technologies and equipment. Students will be able to gain sufficient skills to enter the workforce as a solar panel installer. Students in this program will provide their communities with the ability to solve real-world problems and empower the Nation itself to be self-reliant and self-sufficient. The demand for training in this field is growing rapidly across the United States. This program could grow, attracting students and new opportunities to TOCC.

7. Describe how the proposed program supports the O'odham Himdag.

This program supports Himdag as follows.

- The use of one of nature's most vibrant sources of energy; "The Sun"
- Supports the O'odham respect for nature and all that natural habitat and animals that encompasses the Tohono O'odham Nation.
- By harnessing the energy of the sun, this will ensure that we are protecting natural and cultural resources now and in the future.
- Supporting community resilience and empowerment by providing an alternative power source for homes, ranching and recreation.
- Supporting tribal sovereignty in the way of being self-sufficient and utilizing our own natural resources and green energy construction to preserve our land and environment.
- Provides an understanding for our 'little ones' and our youth the value of using natural resources to preserve the O'odham Himdag, our way of life by utilizing our natural 'sunlight' to harness the power we may need for our homes. To offset the cost of electricity for which to many is a 'luxury.'

8. Describe how the proposed program addresses employment needs of students.

Currently, no solar training program exists on the Tohono O'odham Nation. Solar panels have 'popped' up on the Tohono O'odham Nation, but no real development of solar power has ever been established. In a growing demand for 'why' the local utility company has not considered solar power the report dated April 2019 indicated that the conversion to solar power for homeowners would be expensive, more so for what they were currently paying for electrical power and the cost far outweighed the benefits. Since that report solar projects have reappeared, one specifically at Wa:k (San Xavier), supported by the local utility company; showing a positive shift toward the use and consideration of solar energy for home use. Given that there is a 'renewed interest' in solar projects in the Nation, the demand for solar installers will be in demand. By providing the training in solar panel installation, our Nation's members will be ready to meet the need. Our program will provide well-trained technicians in the growing industry of solar energy and solar panel installation.

This program will create new opportunities for members of the Nation to seek employment on and off the Nation. It will reduce the reliance on off-Nation businesses and contractors by allowing companies and Nation departments to recruit O’odham community members for work on the Nation. This program allows for new advancement and professional development opportunities for existing Nation employees. Additionally, this program addresses many community needs. Students completing the program will be able to develop an understanding of the growing industry in solar and green technology as well as the importance of being well trained in these emerging fields across the country. This program helps communities to be proactive instead of reactive with regard to environmental issues and electrical power that is affordable.

9. (Section I. General Education). If a degree, which AGEC will be used? If certificate, which general education classes will be used? (note: THO 101 and HIS 122 must be included in all degrees and certificates as part of general education).

This certificate program is designed around the following general education curriculum:

HIS 122: Tohono O’odham History and Culture (3)

THO 101: Elementary Tohono O’odham (4)

10. What are the core class requirements (Section II)? (Please include as attachment of course descriptions with learning outcomes for each course.)

The core class requirements are;

BCT 120 H Core Curriculum - Introduction to craft skills (6 cr)

SLR 104 Basic Electricity (3 cr)

SLR 110 AC/DC Circuits (4 cr)

SLR 115 National Electrical Code (3 cr)

SLR 220 Electrical Installation (5 cr)

SLR 225 Load Calculation (3 cr)

SLR 105 Intro to Solar Photovoltaics I (3 cr)

SLR 110 Intro to Solar Photovoltaics II (3 cr)

SLR 119 Roofing Construction & Safety (2 cr)

11. (Section III) How many electives will be allowed for this degree and what are the boundaries for selecting electives (ex. Degree in education may require that all electives be an EDU class)?

This is an entry-level career preparation certificate. There are no electives.

Using answers to questions 7, 8, and 9 complete the Program of Study in Attachment A

12. If this is a degree and the degree exceeds 60 credits, what is the justification?

Not applicable.

13. How will the proposed degree or certificate link to other degrees or certificates in the area of concentration? What degree of overlap will there be? What kind of student interest is expected in terms of student numbers and how did you arrive at that estimate?

This 39-hour certificate is designed to be for direct employment only. We are exploring general education classes to transition into an Associate of Applied Science degree.

14. What instructional staff will this program require? (Will the College have to hire additional persons, provide more logistical support, or other resources?)

The General Education courses are offered each semester by full-time and/or adjunct faculty. The hiring of a solar instructor with an Electrical Journeyman card and or AA degree in related electrical training will be necessary.

Special equipment such as Pre-wired single inverter systems, flexware combiner box, Solmetric PV analyzer, I-V Curve measurement, SolSensor, wireless PV reference sensor, Batteries, Solar Panels, Sun Dial will be needed for the hands-on training component. A solar PV system laboratory will be needed to provide the hands-on training program that will assist students in understanding the concepts and requirements of a solar photovoltaic system.

ATTACHMENT A: Program of Study

Rows may need to be adjusted depending on the number of required courses or whether the proposal is for a certificate or Associate's Degree. **Purple** indicates that it is required for all TOCC curriculum.

Solar Panel Installer Certificate		
Section 1 - General Education Requirements		
Fulfill Requirements	Course	Credits Required
Tohono O'odham Himdag	HIS 122: Tohono O'odham History and Culture	3
	THO 101: Elementary Tohono O'odham	4
	Total Credits - General Education	7
Section 2 - Core Requirements		
Fulfill Requirements	Course	Credits Required
	SLR 104: Basic Electricity	3
	SLR 110: AC/DC Circuits	4
	SLR 115: National Electrical Code	3
	SLR 220: Electrical Installation	5
	SLR 225: Load Calculation	3
Core Requirements	SLR 105: Introduction to Photovoltaics I	3
	SLR 110: Introduction to Photovoltaics II	3
	SLR 119: Roofing Construction & Safety	2
	BCT 120: Core Curriculum Introductory Craft Skills	6
	Total Credits - Core	32
TOTAL CREDIT HOURS		39

ATTACHMENT B: Curriculum Map

For all outcomes, mark which required courses within the program fulfill those outcomes. Not all courses need to fulfill every outcome. Use the example below to fill out the table.

Outcomes		BCT 120 Core Curriculum	SLR 115 National Electric Code	SLR 225 Load Calculation	SLR 105 Introduction to PV I	SLR 110 Introduction to PV II
1	Proper selection of the PPE and properly use fall-protection equipment.	I				A
2	Define series and parallel circuits and determine electrical quantities in them		I		R	A
3	Define NEC requirements for making cable terminations and splices		I	R		A
4	Determine the appropriate types of conductors for PV systems and the appropriate conductor ampacities and over current protection for various circuits.		I		R	A
5	Determine the electrical output of similar and dissimilar PV devices and connected in a series and in parallel.		I	R	A	
6	Differentiate between load-side and supply-side interconnections and identify the code and installation requirement for each type		I	R		A

Key:

I = Introduce (Themes that relate to an outcome are introduced)

R = Reinforce (Themes that relate to an outcome are reinforced. Students will have already become familiar with the theme.)

A = Assess (A course-embedded assessment is included in the syllabus to assess overall student achievement)

ATTACHMENT C: Course Descriptions and Student Learning Outcomes

SLR 104 – Basic Electricity

Basic Electricity is a course which will study the generation, theory and use of electricity. Included in this course will be electrical and shop safety, study of AC and DC theory, AC and DC circuits and their components, electrical symbols, and the proper use of electrical test equipment.

Prerequisites: None

Outcomes:

- Know the importance of following general safety rules, first-aid, selecting proper Personal Protection Equipment (PPE), proper grounding and use of ground Fault Circuit Interrupters (GFCI's).
- Demonstrate the proper use of ladders, scaffolds, and tools.
- Explain the effect of electric current in the body.
- Discuss the differences between analog and digital meters.
- Demonstrate the proper connection of voltmeters, ammeters, and ohmmeters into circuits and proper use of range and function switches or multimeters.
- Discuss the structure of atoms and the differences between conductors and insulators.
- Define series and parallel circuits and determine electrical quantities in them
- Discuss the differences between alternating (AC) and direct current (DC) circuits and loads
- Discuss the different types of AC waveforms and the difference in peak, root mean square (RMS) and average AC voltages.
- Discuss the effects on AC circuits caused by inductors and capacitors, current and voltage relationships and determine how to calculate circuit values.
- Discuss basic resistive inductive and capacitive (RLC) circuits.
- Discuss the basic principles of single and three-phase transformer and motor connections.

SLR 110 – AC/DC Circuits

An introductory course to the fundamentals and basic principles of DC and AC circuits. Topics covered include: The definition of current, voltage and passive circuit elements such as resistors, capacitors, and inductors, through their I-V characteristic relationships. Ohm's Law Power and Voltage Laws, Voltage and Current Divider Rules, and their basic applications in the analysis of series, parallel and series-parallel circuits.

Prerequisites: SLR 104 Basic Electricity or concurrent enrollment

Outcomes:

- Discuss common electrical quantities and perform Ohm's Law calculations.

- Demonstrate circuit analysis calculations of voltage, current, resistance, and power in series, parallel, and combination circuits.
- Determine a resistor's value by its color code.
- Demonstrate proper usage of a digital multimeter (DMM) in the measuring of voltage, current, and resistance.
- Demonstrate proper measurement of voltage and period with an oscilloscope and convert a period measurement to a frequency.
- Define an inductor, inductance, inductive reactance, a capacitor, capacitance, and capacitive reactance.
- Identify resistive (R), inductive (L) and capacitive (C) circuits and perform circuit analysis calculations.
- Perform calculations to correct the power factor of single-phase and three-phase circuits.
- Determine the type and size of a conductor for a given load and identify the correct conductor color code for a given voltage.
- Demonstrate selecting and sizing a raceway.
- Identify types of single-phase and three-phase transformers; perform voltage and current calculations.

SLR 115 – National Electrical Code

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials and other related topics. Upon completion, students should be able to effectively use the NEC.

Prerequisites: SLR 104 Basic Electricity or concurrent enrolment.

Outcomes:

- Describe the layout and structure of the NEC and correctly utilize Article 100 (definitions).
- Explain the purpose of the electrical system and equipment grounding.
- Determine the demand load and minimum ampere rating electrical system feeder circuits.
- Determine the minimum size conductor, raceway, and pull boxes.
- Explain the purpose and rating process of overcurrent protection devices
- Determine the minimum conductor size, maximum overload protection and type controller for Alternative Current (AC) and Direct Current (DC) Motors.
- Explain the different classes of hazardous conditions and locations.
- Describe the wiring methods and equipment.
- Discuss the various local government ordinances and amendments.

SLR 220 – Electrical Installation

Electrical installations for commercial and residential applications. This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring, and the National Electrical Code.

Prerequisites: SLR 104 Basic Electricity, SLR 110 AC/DC Circuits.

Outcomes:

- Describe the different types of nonmetallic and metallic pull and junction boxes and properly select, install, and support these boxes.
- Describe the National Electrical Code (NEC) regulations governing pull and junction boxes and under the NEMA and IP classifications for these boxes.
- Properly install a pull line for a cable-pulling operation.
- Prepare cable ends for terminations and splices and connect cables using lugs or connectors.
- Demonstrate understanding of NEC requirements for making cable terminations and splices.
- Define NEC requirements for making cable terminations and splices.
- Define the NEC requirements relating to bonding and grounding.
- Use NEC table 250.66 to size the grounding electrode conductor and Table 250.122 to size the equipment grounding conductor for various AC systems.
- Explain the necessity of overcurrent protection devices in electrical circuits.
- Apply the NEC requirements for overcurrent devices.
- Describe the operating principles of contractors and relays and select contractors and relays for use in specified electrical systems.
- Install contractors and relays according to the NEC requirements.

SLR 225 – Load Calculations

Advanced electrical load calculation for residential and commercial installations. Estimating circuits and overcurrent protection devices. Determination of circuit conductor sizes and emergency systems.

Prerequisites: SLR 104 Basic Electricity and SLR 110 AC/DC Circuits

Outcomes:

- Calculate loads for single-phase and three-phase branch circuits and size overcurrent protection devices for noncontinuous and continuous duty circuits.
- Use load calculations to determine branch circuit conductor sizes.
- Select electrical conductors for specific applications.
- Derate conductors for fill, temperature and voltage drop.
- Explain the basic differences between emergency systems, legally required standby systems and optional standby systems.
- Describe the National Electrical Code (NEC) requirements that pertain to the installation of standby and emergency power systems.
- Describe the difference between authority and responsibility
- List the characteristics of effective leaders.
- Demonstrate and understanding of the importance of safety
- Define planning and describe its importance and what it involves.

SLR 105 – Introduction to Solar Photovoltaics I

Introduction to Solar Photovoltaics I, will cover the basic aspect of solar systems installation using solar panels. Photovoltaic systems (PV) require knowledge of basic electricity principles, load calculations and be familiar with roof systems. The course will cover the concepts of interconnected and off- grid systems and safety hazards. The student will understand the solar path and position of the sun, and solar power use from different technologies but focusing on PV systems.

Prerequisites: BCT 120H (Core Curriculum), SRL-225 Load Calculation, SRL-104 Basic Electricity, SLR 115 National Electrical Code.

Outcomes:

- Identify safety hazards associated with PV installation.
- Describe how to install a simple grid-connected PV system.
- Compare the advantages and disadvantages of installing a Solar-PV system.
- Describe how the different types of solar energy technologies utilize solar radiation.
- Identify the factors affecting the sun's apparent position and path through the sky.
- Evaluate how array orientation affects solar energy received by modules.
- Identify factors to be considered when preparing a proposal, including the local solar resources, environmental conditions and building code and utility interconnection requirements.
- Identify factors to be considered when preparing a proposal, including estimates for cost, size, performance, and a value of PV systems.
- Describe the purposes and functions of the major components in PV systems.
- Compare the features, requirements and applications of various PV system configurations.
- Describe how the electrical load, solar radiation and operating temperature affect the electrical output of a PV device.
- Determine the electrical output of similar and dissimilar PV devices and connected in a series and in parallel.
- Differentiate between the basic types of classifications of batteries.
- Describe how temperature, discharge and charge rates and electrolyte specific gravity affect battery capacity and life.
- Identify the principal functions and features of charge controllers.
- Identify concerns and requirements for charge controller applications and installation.

SLR 110 Introduction to Solar Photovoltaics II

Introduction to Solar Photovoltaics II will cover inverters, sizing systems, and calculate base loads. Identify electrical codes, regulation and practices applicable to photovoltaic systems. This course will prepare the student for the North American board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam.

Prerequisites: SLR 105 Introduction to Solar Photovoltaics I.

Outcomes:

- Explain the basic types of inverters used in PV systems.

- Describe inverter specifications and ratings.
- Differentiate between the approaches and methodologies for sizing different types of PV systems.
- Calculate the critical design parameters based on monthly load and isolation information.
- Identify the key considerations for integrating arrays on buildings and other structures.
- Differentiate between the various types of mounting configurations and their features.
- Identify the electrical codes, regulations and practices applicable to PV systems.
- Determine the appropriate types of conductors for PV systems and the appropriate conductor ampacities and over current protection for various circuits.
- Identify the applicable codes and standards for utility interconnection.
- Differentiate between load-side and supply-side interconnections and identify the code and installation requirement for each type.
- Describe the role of the building codes and code enforcement in electrical installations and identify the applicable NEXC articles for both general electrical systems and PV specific requirements.
- Describe the function of an inspection checklist in checking a PV system for common installation code compliance issues.
- Describe the steps involved with commissioning a new PV system and identify the maintenance tasks involved with maximizing array output, battery health and other equipment operation.
- Compare the many incentive options based on type, availability, and requirements.
- Determine whether a PV system can pay back its costs compared to an alternate energy source.

SLR 119 Roofing Systems and Safety

Focus is upon the practical application and interpretation of appropriate safety and health standards relating to roofing systems, construction methods and materials for solar panel installation: this includes an introduction to established Occupational Safety and Health Standards.

Prerequisite: BCT 120 H this class will provide the safety knowledge of working with tools and follow safety regulations.

Outcomes:

- Recognize common and hazardous situations on the job site and use precautionary methods to minimize risks.
- Identify, avoid and react to unsafe conditions associated with working at elevations
- Demonstrate use fall-protection equipment
- Identify, set up and properly use various types of ladders and scaffolding.
- Identify materials used in residential and light commercial roofing.
- Use proper safety practices and application methods for various roofing materials.

BCT 120H Core Curriculum – Introductory Craft Skills

Development of skills and techniques necessary for basic construction/industrial maintenance craft skills.

Prerequisite: None

Outcomes:

- Explain the obligations of workers, supervisors, and managers to ensure a safe workplace (NCCER module 00101-09-Basic Safety, subject to revision)
- Demonstrate basic mathematical functions such as adding, subtracting, dividing and multiplying whole numbers, fractions, and decimals, and explain their applications to the construction trades. (NCCER module 00102-09 – Introduction to Construction Math, subject to revision).
- Explain safe use of power tools that are widely used in the construction industry, i.e. drills, saws, grinders, and sanders (NCCER module 00103-09 – Introduction to Hand Tools. Subject to revision.).
- Explain safe use of hand tools that are widely used in the construction industry, i.e. hammers, saws, levels, pullers, vises, and clamps (NCCER 00104-09 – Introduction to Power Tools, subject to revision).
- Demonstrate understanding of basic blueprint terms, components, and symbols. Explain the different types of blueprint drawings and how to interpret and use drawing dimensions (NCCER 00105-09 – Introduction to Construction Drawings, subject to revision).
- Demonstrate understanding of how ropes, chains, hoist, loaders, and cranes are used to move material and equipment on a job site (NCCER module 00106-09 Basic Rigging, subject to revision).

ATTACHMENT D: Proposed Course Rotation Schedule

Course	Fall	Summer	Spring
HIS 122 Tohono O'odham History and Culture (3 cr)	X	X	X
THO 101 Elementary Tohono O'odham (4 cr)	X	X	X
BCT 120 H Core Curriculum (6 cr)	X		X
SLR 104 Basic Electricity (3 cr)	X		
SLR 110 AC/DC Circuits (4 cr)			X
SLR 115 National Electrical Code (3 cr)		X	
SLR 220 Electrical Installation (5 cr)			X
SLR 225 Load Calculation (3 cr)	X		
SLR 105 Introduction to Solar Photovoltaics I (3 Cr)	X		
SLR 110 Introduction to Solar Photovoltaics II (3 cr)			X
BCT 119 Roofing Construction & Safety (2 cr)	X		

Item	Actions	Discussion/Resolution/Comments
1) O'odham Language Center Building	Had Chief of Operations contact ESB+Design Build and Modular Solutions to get quotes for those Mohave enrolled entities.	Following recommendations from April 2022 BOT. Quotes expected NLT end of May 2022.
2) Apprentice Program	Conducted interview with Jackson Doe and he accepted offer to be the Apprentice Program Director.	Jackson Doe and Justine Romero working to develop procedures, prepping for May 24-25 site visit/audit by Federal DOL.
3) SCAC (San Carlos Apache College) campus.	Participated in designing and facilitating meeting between TOCC BOT and SCAC BOR at Desert Diamond on April 14.	Several SCAC BOR members attended as did Provost Eutsey, President Ahumada, and Alex Ritchie, SCAC counsel and AG for SCAT. Terry Rambler zoomed in with opening remarks. SCAC indicated they are now free to separate from SCAT in all matters including finance and HR. Provost Eutsey indicated need to be with TOCC 4 more years.
4) Big Fire Law consult on SCAC	Arranged for and participated in consultation with attorney Andrea Snowball to consider course of action re. SCAC status.	Attorney contacted Alex Ritchie, the SCAC attorney, and he provided a draft IGA. It is a redline of the current IGA. I am reviewing it and will have administration do the same. Target date for consideration by BOT: August 2022.
5) Request for support from Nation for FY 2023-2027	Presentations moved forward. Attendance by TOCC staff has been good. Meetings with Baboquivari District and GuVo in May will complete the cycle for the year.	Districts and communities generally voiced strong support for the TOCC. Next step is to arrange meetings with Human Resource Development Committee and the Executive in preparation for presentation to the Tohono O'odham Legislative Council in June.
6) Back to Campus in fall semester	Individuals are working to prepare: athletics working on archery range; Operations following up with finishing work for Apedag Ki: Recruiter organizing events. Kitchen completion is in sight with a new quote from vendor to complete stove hook up. Need to recruit applicants for dorms.	

Item	Actions	Discussion/Resolution/Comments
7) Public relations	Connected with various writers for <i>The Chronicle</i> : 3 articles published in April 2022. Senator Mark Kelly staffers visited TOCC and there was a Q. and A. session in the Board Room. S-cuk Du'ag District requested space for meeting of District Chairs for May and request was accepted.	TOCC has been "in the news" more. But a key thing we have enjoyed is lacking now: <i>The Runner</i> . TOCC is considering development of a news letter that would be for distribution in-house and to external constituents. It would be a way for the College to get regular information to the community: ca. x1/month perhaps.
8) TOCC Administration	Met with and discussed needed initiatives with new administrators, including Director of HR and Academic Dean.	Bringing new administrators on board is critical to TOCC success.
9) Staff hiring	Streamlined some procedures in HR to include reducing letters of recommendation required for hourly employees and instituting a 7 working day turnaround from application to interview and/or notification that persons are not being considered.	Bringing staff on in a timely manner is critical to the operation. Filling of open positions needs to be prioritized. Hiring managers need to move quickly to interview and make decisions. I'm working to help make that happen.

Item	Actions	Discussion/Resolution/Comments
-------------	----------------	---------------------------------------

Key Issues/Items addressed in May - HR Report

Issues/Items	Discussion/ Situation	Summary/ Resolution
HR Archive	HR file inventory	Continuing to purge documents for shredding.
Interviews	Conducted five interviews: Academic Advisor Coordinator (1) Apprentice Director (1), Administrative Assistant-Finance (1), and Data Entry (2)	Three pending start date, one filled, one pending background check/Fingerprint clearance card.
Personnel Issues	Personnel Issues	Addressed two employee concerns.

Report to TOCC Board of Trustees:

Jay Juan

Director of Operations

April 2022

Issues/Items	Actions/Assessment
Need to inspect drilling for Solar structure.	Notified and coordinated a site visit/inspection from Tohono O’odham Planning Office. Drilling passed inspection and project is allowed to move forward.
Need to have concrete and other items cleaned up at Wişag Koş Maşcamakud.	Met with Solid Waste Regulatory and Waste Management to schedule cleanup plan. Solid Waste will place us on the list of projects.
Need to start renovation of the Apprenticeship classroom/workshop building.	Removed all items from the building using forklift and other equipment. Started with roof repairs and demolition of interior walls.
Continue work on Apedag Ki construction.	Was able to secure a meter box, electrician vendor installed the box. All plumbing work is complete. Restroom partisans are installed.
Need to secure bids on installing the hood and ansul system in the kitchen at I-we:mta Ki:	Was able to get two bid proposal for ansul equipment and installation. Selected a vendor and submitted quote for PO. Hope to start project as soon as PO is issued.
Need to have security alarm system assessed for functionality and effectiveness.	Alarm vendor came out and walked through both campus sites to evaluate alarm system. Vendor will submit a quote on system repairs and updates.

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: DR. PAUL ROBERTSON, PRESIDENT
FROM: DR. TIFFANY VIGGIANO, DEAN OF ACADEMICS
SUBJECT: APRIL 2022 EDUCATION DIVISION BOARD REPORT
DATE: MAY 2, 2022
CC:

Tiffany Viggiano

Issues/Items addressed in April 2022

Issue	Discussion	Summary/resolution
Curriculum	New Curriculum	<p>Approved New Program & Associated Coursework- Solar Certificate (Overseen by Dean of Sustainability)</p> <p>Approved New Course- TRAD 104 (160D) - Topics in Culture and Civilization</p> <p>Approved Program Modification- Associate of Science in Physical Science (ASPS)</p>
Staff	Previously Approved Hirings Moving Forward	<p>Academic Advisor Coordinator- hired and to begin before May 10th</p> <p>Administrative Assistant- Posted</p> <p>Reclassification of Educational Coordinator (salary)- Processed</p> <p>Full-time Art Instructor- Processing</p> <p>Contingent (Adjunct) Art Instructor- Searching</p>

Academic Advising	Academics processes are continuing to improve but work still needs to be done to make sure students get service.	Spring faculty training scheduled for May 16-18 to include advising intensive (half day May 17th).
Spring Faculty Training	Planning and Executing	<p><u>Day 1 (May 16th M): Functional Trainings Virtual</u></p> <ul style="list-style-type: none"> ● OER Textbook Training ● Research and the Nation training ● Technology (Gradebook, Canvas, Google Tools) ● Employee Responsibilities from Student Service Team: FERPA, Title IX, ADA Compliance <p><u>Day 2 (May 17th Tu): Advising Intensive</u> Updates on advising expectations and policies- how do students get assigned advisors; how do advisors intake students; how often should faculty meet with advisees; transcript evaluation training</p> <p><u>Day 3 (May 18th W): Goal Oriented Workshops</u></p> <ul style="list-style-type: none"> ● Embedding Tutoring into Gateway Courses ● Finalizing F2022 book selection and syllabi ● Scheduling Spring 2023 Courses ● Transcript Evaluations

<p>Budget</p>	<p>Academic Dean solicited proposals from faculty that were incorporated into asks.</p> <p>We anticipate that we will be returning to more traveling for discipline specific trainings as the trend across higher education seems to be returning to in-person events. Many faculty have not attended a discipline specific conference in years, which makes it difficult to maintain their expertise.</p> <p>We anticipate that we will have less of a need for technology and physical material, as this has largely been taken care of during the pandemic via Care funding.</p> <p>Given availability of Cares funding for now, it is wise to invest in these deferred human investment costs while we have financial availability.</p> <p>We anticipate request for service work will increase as the AGECS are revisited this year.</p> <p>We will be better able to meet our mission if we are able to work more closely with contingent faculty and O’odham elders via honorarium for service.</p>	<p>Faculty Request Highlights:</p> <ul style="list-style-type: none"> ● \$15,000 for Tohono O’odham Studies curriculum development ● \$8,000 for student conference attendance and academic club development ● \$25,000 for faculty development <p>Dean Request Highlights:</p> <ul style="list-style-type: none"> ● \$15,000 for student employees ● Funds for Staff & Contingent Faculty Professional Development ● Increase in consultant fees to continue to facilitate O’odhamization review of syllabi and courses & encourage contingent (adjunct) faculty participation in service work and shared governance via honorarium <p>Overall request: Instruction remains the same, via a reallocation of funds. Requesting 20% increase in academic support (apx. \$30,000).</p>
<p>Gewkdag Exit Survey</p>	<p>Academic Dean Tasked Tohono O’odham Studies Department to Create Pilot Gewkdag Exit Survey for this Year’s Graduates</p>	<p>Seeking approval from Himdag Committee 5/2, then administration. See more details in Tohono O’odham Studies section below.</p>

Faculty Evaluations	<p>Annual process. Completed by joint meetings with Dr. Tiffany Viggiano, Dr. Curtis Peterson, and each full-time faculty member*. Faculty offered feedback on last AY by Dr. Peterson. Faculty co-constructed goals for next academic year in collaboration with Dr. Viggiano. Contracts distributed.</p> <p>*Full-time faculty member in this case excluded those with Director title, those reporting to Dean of Sustainability, those transitioned to full-time within the last three months.</p>	<p>Highlights:</p> <ul style="list-style-type: none"> ● Focus on O’odhamizing curriculum and creating pathways for more O’odham faculty ● Embed tutoring into early Math & Writing courses ● Explore Statistics pathway for Math ● Focus on AZTransfer Collaboration: Consider ways to bridge Casino Gaming coursework to be transferable with AZTransfer Hospitality ● Continue to build expertise in discipline and higher ed. pedagogy ● Strengthen community relationships on the Nation and in professional development networks in Tucson and Phoenix ● Support Phoenix Center growth and general recruitment ● Continued shared governance work with a focus on assessment
Policy Change	Transcript evaluation policy change proposed.	See attachment.

O’ohana Ki: (Library Services)**Reporting Month: April 2022****Submitted by: Ofelia “liz” Zepeda**

O’ohana Ki:, April 2022

Issue	Discussion	Summary/resolution
End of the semester work is in high gear.	1. Librarian conducted two style guide tutorials and research tips for two classes.	<p>1. Style Guide Tutorials</p> <ul style="list-style-type: none"> ● WRT 101 and WRT 102. ● MLA format was the preferred format. ● Students reached out afterwards for paper assistance. <p>Students have been asking for tutoring with papers, language, history classes. There were 39 virtual tutoring sessions in April. 33 sessions were for a total of 754</p>

	<p>2. Tutoring requests are increasing.</p> <p>3. Increased usage</p>	<p>minutes in Math for NetTutor in increase. March had 30 sessions and 11 were math. It is a good sign to see that student are seeking assistance.</p> <p>Despite the Ready Reference page being inaccessible for about a week, we had 590 sessions on the page.</p>
<p>On-going efforts</p> <p>Upgrade to ILS System</p>	<p><i>The Runner</i></p> <p>The upgrade is needed. The issues caused by the local server have been impeding student work.</p>	<p>Mr. Stanley Throssell had agreed to donate a digital collection of <i>The Runner</i> last semester. He brought digital files for public access. The librarian is going to work on a Google Site in order to provide that public access.</p> <p>Awaiting ILS upgrade. The local server is problematic and causes local errors. Access to the Ready Reference page was down for a few days while IT repaired the server. The librarian compiled a workaround so that students could access the databases. Research papers are due so the access was highly inconvenient.</p>
Staff	Work is on-going.	<ul style="list-style-type: none"> ● Librarian and a library assistant went to Wişag Koş to appraise the condition of books in long-term storage. Very few needed to be discarded which was good. They have been moved into the Wişag Koş O’ohana Ki: until library staff can add them into the collection. ● Librarian transitioned back into the SSD Dean position as interim. ● 2022-2023 O’ohana Ki: budget was submitted.

Tohono O'odham Studies**Report Month:** April 2022**Submitted by:** Frances Benavidez

Topic	Discussion	Summary/resolution
--------------	-------------------	---------------------------

<p>Strategic Priorities</p>	<p>Continued work on strategic priorities in partnership with the <i>O’odham Language Center</i> and a few planning/subcommittees :</p> <p><i>TOS BA Program Development Advisory Committee,</i></p> <p><i>the Gewkdag Assessment Committee, and the Borderlands Issues Event Planning team.</i></p>	<p>1B. Continue to develop the O’odham Language Center to serve the O’odham Nations.</p> <ul style="list-style-type: none"> · Continuing to work with the OLC (Leslie, Ron and Monte) to establish a strong partnership with the Nation’s early childhood programs. We drafted an MOU to formalize a partnership with the <i>Nation’s Division of Early Childhood and Development</i> that outlines proposed immersion language support and resources for the next five years. · Continuing to meet on and write the NSF TEAC grant proposal due June 01, 2022. If awarded, the grant will fund programming centered around immersion language programs. · Continuing to plan for a week-long immersion language teacher gathering scheduled the final week of June for early childhood educators to learn strategies and techniques for immersion-based instruction with young language learners. <p>1E. Evaluate and support ongoing efforts to strengthen the Himdag through provision of quality education and research.</p> <ul style="list-style-type: none"> · Dr. Viggiano requested support in developing an assessment measure for the general education goal, “gewkdag.” A subcommittee to the Education Division’s Assessment Committee convened to draft a pilot assessment for the 2022 SY. The group also discussed assessment measures for subsequent years. These ideas will be further discussed and vetted with the Himdag
-----------------------------	--	---

		<p>Committee. A sincere thank you to the subcommittee: <i>Andrea Ramon, Ben Jose, Camillus Lopez, Dwayne Pierce, Leslie Luna, Ron Geronimo, and Tim Foster.</i></p> <p>3. Establish curricular pathways to address community needs and to support students' academic and career interests.</p> <ul style="list-style-type: none"> · The TOS BA Program Advisory Committee developed a survey and proposal to seek community input to inform future academic interests and career pathways offered through TOCC rooted in community perspective. It is aligned with many ideas Dr. Robertson encourages us to think about through various discussions. The proposal is currently under review. <p>3A. Provide two or more four-year degrees and/or 2+2 opportunities.</p> <ul style="list-style-type: none"> · The TOS BA Program Development Committee continues to meet regularly toward development of BA in TOS. <p>5E. Critically situate faculty and employees within the historical and social context of the Nation and indigenous peoples.</p> <ul style="list-style-type: none"> · In partnership with the ASU School of Social Work the TOS program hosted the Tribal Perspectives on Borderlands Issues event April 23rd. The event featured community leaders and organizers sharing about current issues centered around the border and efforts toward addressing concerns locally, and nationally. The panelists and speakers included- <i>Chairman Ned Norris Jr., Councilwoman Vivian</i>
--	--	---

		<p><i>Juan-Saunders, Governor of Traditional O’odham Leaders of Mexico Verlon Jose, Wynona Larson (prayer run organizer), April Ignacio (Indivisible Tohono), Amy Juan (International Indian Treaty Council) and Alex Soto and Lourdes Pereira (ASU Labriola Data Center).</i></p>
<p>Carry out Area Chair duties and Other Activities</p>	<p>Fulfill the immediate day-to-day programmatic responsibilities.</p>	<ul style="list-style-type: none"> · Continuing to advise students preparing for the summer and fall semesters. Currently 30% of advisees are registered for summer courses and 20% are registered for fall courses. · Continued working with the Faculty Development Committee to plan for the upcoming <i>Teaching and Learning Showcase</i>. The goal is for instructors to share and learn new lessons integrated in the O’odham himdag and ways to inspire student engagement through virtual learning.
<p>Participated and Followed-up as Needed on Items from Scheduled Mtgs.</p>	<p>Participated in collaboration, planning and partnership meetings, followed-up on action items from discussions.</p>	<ul style="list-style-type: none"> · Gewkdag Assessment Committee (4) · OLC Meetings (3) · TOS/BA Group Meetings (4) · Cultural Learning Opportunities (2) · District/Community Meetings (6) · Standing Meetings (10) · Advising/Other (21)

NSF STEM Grant
Report Month: April 2022
Submitted by: Teresa Newberry

Issue	Discussion	Summary/resolution
<p>The NSF STEM (NSF TCUP ICE-TI) grant requires approval of an annual report which is due by May 2nd in order to receive the next increment.</p>	<p>The Annual Report was submitted to our NSF Program Officer. The Annual Report included our Annual Evaluation Report along with a report on some minor changes and timeline adjustments for the project. It also included supporting documentation of work completed.</p>	<p>The Program Officer has approved the report and determined that we have made sufficient progress toward our grant goals and approved a continuation of the \$500K the FY 2022 grant funds which should be received very soon.</p>
<p>The Tohono Field Studies (TFS) Center will provide opportunities for students to professional skills so that they are prepared for a career in the sciences. This supports the goal of increasing the rigor of our curriculum and preparing students for the professional workplace.</p>	<p>A working group for the TOCC Botanical Project has been assembled to plan and design the pollinator garden and walking paths. The working group consists of faculty (Linda Chappel, Kimberly Danny, and Diona Williams), staff (Grace Francisco, Jay Juan, and Clifford Pablo), NSF STEM staff and consultants (Teresa DeKoker, Camillus Lopez, and Kea Skeate).</p>	<p>Several meetings were held based on these meetings a preliminary design for the garden and project goals and objectives were created.</p> <p><i>Goal 3: Promote professional preparedness of students</i></p>

<p>Support for students during their transitions from high school to TOCC and from TOCC to universities. Support during these transitional phases is critical and serves to increase student enrollment and graduation.</p>	<p>The 2022 Summer Science Institute with a focus on Geographical Information Systems (GIS) will be led by Dr. Jason Post. This will be a hybrid event with virtual lectures and 4-day camping field trip Southern California. The Summer Bridge dates have been set (6/27-7/18) and will be co-taught by Teresa Newberry & Camillus Lopez.</p>	<p>6 students were selected for the Summer Science Institute and continued recruitment is underway for the Summer Bridge Program.</p> <p>This work supports Goal 4: Support for Transitions from High School to TOCC to University</p>
<p>Create Faculty Learning Community (FLC) with on-going mentoring by education consultants and cultural mentor</p>	<p>Changing instructional practice and developing cultural competence requires significant time, effort, and commitment by faculty members. This Maci:dag Wo:g (MW) Faculty Learning Community (FLC) has an active learning group engaged in the development of culturally-centered curriculum projects.</p>	<p>Plans are underway for the Teaching & Learning Showcase and FLC wrap-up meeting on May 17th & 18th.</p> <p>This work supports <i>Goal 5: Faculty Support and Development to provide culturally responsive curriculum and Goal 2: Indigenize and transform TOCC STEM curriculum.</i></p>

Faculty Senate
Report Month: April 2022
Submitted by: Neal Wade

Issue	Discussion	Summary/resolution
Student academic orientation	A comprehensive orientation will reduce attrition, increase retention and should improve student success by setting the correct expectations.	How the faculty will participate is still under discussion

Liz Zepeda, Interim Student Services Dean
Student Services, April 2022

Issue	Discussion	Summary/resolution
Dual Enrollment	The dual enrollment program has needed some more attention.	Meetings and contact have been made. Frances Benavidez assisted Dr. Sen with introductions. Two meetings were held with Phoenix Union High School District. 1. April ?: Dr. Sen held an introductory meeting with PUHSD staff to discuss dual enrollment 2. April 26th: Liz Zepeda met with PUHSD staff; at the request of the PUHSD staff, the conversation was restarted. By the end of the meeting, a tentative timeline was verbally established. Tohono O'odham High School A meeting was held between Dr. Sen and Colletta Wilson, Principal. Discussion consisted of TOHS dual enrollment needs.
Commencement	Planning is on-going.	San Isidro community has been solicited and granted to support the in-person ceremony. Ceremony is scheduled for May 19 th at 11 am.
S-ki:kig Maşcama Ki:	Center is moving along. The positions are in the process of being posted.	Classes moved to online after Spring Break so usage at the Center is down. The two new positions were brought to the Board of Trustees.
EARS	Despite the Retention Coordinator vacancy, the EARS emails have been	The 12 Week EARS report was emailed on Monday April 18 th . Very few students responded to the email. There was a glitch with some dropped classes appearing on the student's schedule. IT and Teckstack were informed of this issue.
Dean Transition	Dr. Sen is no longer at TOCC. Liz Zepeda is back in the Interim position.	Staff and interim dean worked to resolve loose ends. There were a couple of outstanding meetings and some paperwork to be completed.

Chandra Claw Student Services, Office of Admissions & Records, April 29, 2022

Issue/Topic Summary/Resolution

Official transcripts - We are up-to date on official transcript requests. The only ones that are pending are a few that have outstanding balances. Most of them were cleared by Delores though.

Program of Study - I added the new GIS and ECE degrees to the Program of Study Declaration Form. It was sent to Leadership for review. The new degrees were approved by HLC but we are waiting for approval from AZ DOE.

Graduation Applications - Some applications are still pending approval. Per Dr. Robertson, the new Academic Dean has until the end of the month to finish the reviews. I followed up on a few students and waiting for an update.

Diploma Paper - Approval was held up so it had not been ordered yet. It was approved and submitted for the PR/PO to be processed earlier this week.

MAT 225-1 - This is set for CCP students only. MAT 151, MAT 142H and MAT 89 Prerequisites were waived for the CCP students. Justification memo was received from Dr. Vigianno. Approximately 5 students are expected to take this course. Dr. Peterson is the instructor. There is a registration issue. Since the CCP program doesn't have its own tel-web code, we can't exclude other students from registering online for this course entirely. Non-degree students are able to register for this class. Dr. Viggiano would like for us to register the student right away and then close registration for it. We received one RTF and registered the student. We are waiting on four more RTFs from Anselmo and Mario. Until we register these students and close registration, other non-degree students will still have access.

SCI 290 - Special Topics in Science - This course was offered Summer 2021 and again this summer. The course code and course title are the same however, the topic is different. The idea for this class is that students could take it multiple times to earn credit each time taken because the topics were going to be different. However, since the course code and course title are the same. This means, if a student registers for SCI 290 again, Jenzabar reads it as a repeat even though the topics are different. I let the instructor and lead faculty know about the issue. I recommend adding a letter to the course SCI 290 code so that the student can earn credits for each SCI 290 course taken.

Official Transcripts - As we receive official transcripts, OAR staff will add it to the Official/Unofficial transcript. Instead of notifying Advising, Staff will send a copy to the assigned faculty advisor for Transcript Evaluation. Last, a copy is uploaded to the document master and the student is notified. The Dean of Academics and Morningstar will keep the list of advisors in Jenzabar up-to-date.

Advisors in Jenzabar - Techstack was helping Morningstar update the Advisors listed in Jenzabar. Some students have advisors that were no longer employed at TOCC. Some students have not been assigned Advisors yet. Some Advisors have students that are no longer attending TOCC. The New Academic Dean and Morningstar will work with IT to update the list of advisors. I'm waiting for an update on status.

Advising - Training is scheduled for Faculty Advisors Mid May. OAR staff will be included in the training. I was invited to present as registrar so will be working on a 15 min and 30-minute presentation.

Missing mid-term Grades - Education has been working on getting the gradelists form back from instructors. Some of the missing midterm grades have been submitted. However, we also found an issue with the courses that A and B sections. The instructors had grades in both sections but only Sections A got pulled. This was reported to IT. Deshon reported that it was resolved.

Transcript Evaluations - Dr. Eutsey, Dr. Viggiano met to discuss our current procedures and issues for transcript evaluations. The plan is to develop new policies for transcript evaluations. Instead of transferring all credits in, our recommendation is to be more selective and only transfer credits that can be applied to the students' program of study.

Enrollment numbers - Teckstack consultant, Joanne Klieve helped create an enrollment report that provides the headcount and total credit hours for any given year/term. This will help when a quick summary is needed. Deshon thought it would be helpful to leadership too so she may provide them access to it too.

Family Night - Scheduled for May 5th at 5 to 7:30 at Main Campus. Paul, Jai, Novia, Diana Gabe, Sebastian, Dr. Viggiano and Liz will be participating. Supplies have been order for the event. Gracie will prepare to-go dinner boxes for the participants. 15 students/parents are registered.

Summer Orientation - May 11th Virtual is open participation from 1 to 5 pm. May 13th In Person from 1 to 5 pm and requires registration. No one is registered yet. Advertising is ongoing and reminders will be posted again closer to events. Google invites and agendas have been sent to the presenters.

Jai Juan, Recruiter

Student Services, April 2022

Item	Action	Summary/Resolution/Comments
Outreach	<ol style="list-style-type: none"> 1. Dual Enrollment Spring training 2. Met with Prospective students via Zoom 3. Tempe College Fair 4. Dual Enrollment One-on-one Info Session 	<ol style="list-style-type: none"> 1. Spoke with Arizona high school counselors about our tribal college and our dual enrollment program. 2. Met with interested cross country athlete and Coach Anthony J. Francisco Jr. to discuss TOCC's resources and opportunities. 3. Tabled during the high school lunch period and spoke to high school students. 4. Met with Tohono O'odham member located in California interested in taking courses while she is still in high school. Discussed the possibility of enrolling as a concurrent student.
Commencement	<ol style="list-style-type: none"> 1. Hosted weekly Commencement Meetings 2. Held commencement update meeting with 2022 candidates 3. Ordered and shipped out caps and gowns 4. Finalized invitations 	<ol style="list-style-type: none"> 1. Tasks were assigned to committee members and updates were given at each meeting. We still have several things pending but are working to iron out the details. 2. Notified students of plans, provided additional information on ceremony logistics, and answered questions. 3. Shipped out students' caps and gowns. Students who submitted their RSVP form late may not receive their cap and gown in time. 4. Confirmed invitation design with the committee and placed the print order with Allegra. There will be a

		week-long turnaround time. We will then send the invitations out to students as soon as we receive them.
Ongoing Projects	<ol style="list-style-type: none"> 1. Himdag Committee SDM Campus Video 2. Family Night Event 3. Summer session orientations 4. Open house events 	<ol style="list-style-type: none"> 1. Continuing to film content for video, working with Jason post to gather drone footage. 2. Advertised the event through the districts, Facebook, and radio. Ordered items and prizes for the event. There has been a delay with purchasing so prizes may arrive after the event. 3. Scheduled both virtual and in-person orientation sessions to take place on May 11th and 13th. I still need to complete orientation slides and send reminders to students and presenters. 4. Tentatively scheduled an in-person and drive-thru open house event for late June. Will need to discuss further with departments and leadership.

Alberta Espinoza, Counselor
Student Services, April 2022

Issue	Discussion	Summary/resolution
NIJ IRB Review	Emailed Beth Michel	Provided IRB Board with National Institute of Justice Grant Paperwork via email. Received response from Beth Michael, Chair of TON IRB, Board will review and contact for meeting.
Additional Counselor	Interim Dean of Student Services and President Robertson. Current Counselor in handling ADA accommodations via Wraparound (20 students); Title IX training prep for Summer 2022; Case management for students in Wraparound. Also	Collaboration to bring on additional Counselor was agreed.

	current Counselor is holding sessions via Zoom and telephone. Provides Advising, registration on as needed basis.	
Title IX	Due to increased student enrollment; Title IX trainings need to be at least twice a semester. In addition, supportive webinars, journal articles, resources for student body be disseminated on a regular basis.	Proposed to Interim Dean of Student Services; she will collaborate with the TOCC Leadership.
Life Skills to TOHS students	Principal Wilson requests if TOCC may assist students in Life Skills, time management, peer support, etc.	No Counselor at TOHS for over 2 years and students are struggling with Covid and it's detrimental results in their communities and families. Referred request to Interim Dean of Student Services and President Robertson. Additional Counselor request may serve this at risk population.

Dr. Anthony Osborn, ADA Coordinator
Student Services, April 2022

Issue	Discussion	Summary/resolution
Student applied for disability services with dated qualifying paperwork.	Although dated, the disability continues to manifest in ways that impact reading, writing, and math	Student was admitted into the ADA program and will receive appropriate accommodations.
Wraparound	Student has continued to make progress. Previous modifications to accommodations have been successful.	Future wraparounds will be suspended until fall 2022.

Annamarie Stevens, Transition Coordinator
Student Services, May 2022

Issue	Discussion	Summary/resolution
Access to student degree audits on mytocc.	Student that are interested in transferring reach out to discuss what they need to complete their program and discuss transferring to a university.	<p>If a student is not assigned to me I can view their information in mytocc. I like to view student information prior to meeting with them in order to provide my feedback. I have to ask students to share their information or contact MorningStar to ask to add me to their advising list.</p> <p>It would be ideal for me to have access to all students it simplifies the process of assisting students.</p>
<p>A Student's Journey-finding an internship placement for three students. In the following areas:</p> <ul style="list-style-type: none"> Art Social Services Art/Social Services/Media background 	As a part of the A Student's Journey the students have a 4 week, 20 hours a week experience in the field of their interest. The coordinators have reached out to a few program on the UArizona campus but it has been difficult because most staff are on vacation or on travel	We have narrowed down a few placements with the help of others recommendations and set up meetings. Last week I set aside a day to be on UArizona campus to meet with options for placement sites. Out of the three there are two that have a potential placement site.
<p>A Student's Journey- A few of the student have children that are participating in the program. We need to find programs for their children during the time their parents are at an internship and in class</p>	A few of ASJ students have children that they will be bringing to campus with them. The goal of ASJ is to assist student creating sense of belonging at a university. This includes assisting with get their personal needs meet.	We have discussed paying for daycare services if it is required. The age of the children ranges from 5-10. The team had a discussion about reaching out to the UArizona Recreation center to discuss placing the children in a summer program. We have meeting scheduled with the Recreation Center to discuss the details. ASJ will be covering the cost.
<p>A Student's Journey- Students with families need a place that accommodates their families.</p>	There are two students that have children that need accommodations for their families. ASJ covers all student dorm fees but UArizona Residence Life can only offer a double occupancy dorm. This is not ideal for children.	We will be asking Residence Life if there are apartment style dorms that are available. Another options are to look into AirBNB or dormitory apartments near campus. The coordinators will be going to check out location this week.

<p>Campus Visits for students are interested in visiting universities</p>	<p>Students have expressed interest in visiting university campus to access if it is a good fit for them.</p>	<p>I normally would schedule a campus tours of the three universities in Arizona but due to the pandemic it has been a challenge. I have reached out to various colleges and universities to set up virtual presentations. The number of students that attend the virtual presentation is low.</p>
---	---	--

Board of Trustees Report
Dean for Sustainability Mario Montes-Helu, Ph.D.

Key Issues/Items addressed in **April 2022**

Issues/Items	Discussion/Situation	Summary/Resolution
Workforce and Community Development (WCD)	Culinary Arts Program and the Tohono Kosin	New Culinary Arts instructor, Paschell Wilson, started working on reviewing the current curriculum to propose an update of it. The Tohono Kosin is now with electricity and gas; testing of equipment and inventory is happening next. Classes, including dual enrollment classes, will be offered during the fall semester.
	Solar Panel Installer Certificate	The Curriculum Committee approved the solar certificate curriculum. It will be presented to the BoT at the May meeting for approval. The certificate is 39 credits and it is for direct employment.
ANA Grant	GIS Fire Department training	There is going to be another training for the TON Fire department on May 11 on the use of GPS for rescue missions. The project director, Jackson Doe, resigned and the project will be now managed by Drs. Jason Post and Mario Montes-Helu. The project will end on September 29, 2022.
NIFA	Extension Grant	We are working on the development of the Extension NIFA grant. The LGOS team is developing the activities of the grant for the next 4-year cycle.
IT Department	IT Department changes	We continue to post the position of Technical Support Manager and we are waiting for applications. We lost the Technical Support technician and we now have one person, Deshon Miguel, in charge of the IT department.
Institutional Effectiveness Office	HEERF	Ben Jose is working with Sponsored Projects to provide the data of the Student Emergency Aid for the year 2021. The information will be provided to the Finance Office for their report due in May.

Ben Jose's April 2022 Report to TOCC Board of Trustees

Key Issues/Items addressed in April, 2022

Issues/Items	Actions/Assessment	Summary/Resolution
2022 Spring IPEDS collection	Completing all required surveys	All 4 IPEDS Spring Cycle Surveys, which include: 1) Fall Enrollment, 2) Human Resources and 3) Finance and 4) Academic Resources were submitted before the April 6 th due date.
2022 AIHEC AIMS Akis Interim Report		The 2022 Spring AIMS Akis Interim report was completed and submitted. This provides AIHEC with the current Spring semester enrollment in particular the ISC and tribal affiliation data.
Internal Requests	Extract, compile and organize data	I worked at fulfilling requests made internally. OIE receives numerous requests of needed information to assist faculty and staff with data for Grants, Program Reviews and scholarship award for Spring students.
HEERF report	Extract, compile and organize data	OIE assisted in completing sections of the 2022 HEERF report.

Board of Trustees Report
 Anselmo Ramon, M.Ed.
 Chair of Academic Program in Workforce & Community Development
April 2022 Report

Challenges-Resolutions and Accomplishments

Program	Discussion/Challenges	Accomplishments & Resolutions	Summary
Apprenticeship	(WCD) Directs any new Apprenticeship inquiries and former students who would like to re-enroll or enroll to the Office Manager, Justine Romero.	<p>Solar Installer Program. New course request has been completed. The curriculum is to be reviewed by the committee in April 2022. * This has been completed and approved by TOCC Curriculum Committee</p> <p>It is our goal to have the solar program available for students to register for classes by the fall 2022.</p>	<p>The office of sustainability and WCD have completed the Solar Instructor Job Description for HR review</p> <p>Target date to complete the curriculum review process will be March/April 2022. * Curriculum Committee Approved the Solar Installer Curriculum, April 29, 2022.</p>
Culinary Arts Program		A CUA Chef/Instructor has been hired. WCD & office of sustainability are working with Jay Juan, Chief of Operations & Deshon, IT department to prepare for facilities to be operational and have internet connectivity to begin online classes by fall 2022.	TOCC office of Sustainability and WCD will continue to communicate with BHS for reopening services associated with the Culinary Arts Program for dual enrollment.
GED	<p>The GED program has moved to in person classes along with the zoom feature. The GED classes will take place at Wisag Kos, GED classroom. This room has been equipped with a Smart Board.</p> <p>Four computers have just been added and set up by IT for students to use as part of their GED program. The GED program has Aztec software that assist students in building academic skills in all of the GED content areas.</p> <p>The GED program has requested (2) laptops to be used for official GED testing as Wisag Kos. This has been completed by IT and we</p>	<p>The GED program has focused upon a 12-month program of services and has provided a new timeline for all students who are successfully enrolled in the GED program to complete within one year or less.</p> <p>Update Pre-College GED webpage with information regarding the following GED options, and how to apply.</p> <p>In-person and Online Zoom GED classes</p> <p>The College Credit Pathway Option is outlined in the TOCC College Catalog page 112.</p>	<p>The GED online learning format is making progress with students who use the zoom feature with the GED instructor.</p> <p>The CCP program is currently recruiting for summer and fall 2022 semester.</p>

	<p>are now ready to begin scheduling students who are ready to test.</p> <p>GED students now have the opportunity to take the practice test from home as well as the official GED test.</p>	<p>16 years and older, not required to be enrolled in high school and successfully complete 25 college credits with a 'c' or higher and take and pass the Arizona civics exam.</p> <p>5 students have continued this spring semester and are averaging a "C" or higher in their GPA as required by the Arizona Department of Education and TOCC.</p> <p>Student continue to inquire and enroll in our CCP program for summer and fall 2022.</p>	<ul style="list-style-type: none"> • The AICF 3rd Qtr report was submitted and approved by AICF on March 30, 2022. • On April 7th I met with Tashina (phx center) on the specifics of the CCP program and how it would benefit the Phoenix area Native American residents. • On April 20, 2022 WCD along with Tohono O'odham Studies director Frances Benavidez, and Apprenticeship Office Manager, Justine Romero met with principal Colletta Wilson and the TOHS Parent group to share what opportunities are available for students AND parents at TOCC. Tohono O'odham Studies Program, Apprenticeship Awareness and Documents necessary to enroll. WCD shared Pre-College GED, and College Credit Pathway program opportunities.
--	---	---	--



**Ñia, Oya G-T-Taccui Am Hab E-Ju:
Our Dream Fulfilled**

TO: Tohono O'odham Community College Board of Trustees
 THRU: Paul Robertson, President
 FROM: Sylvia Hendricks, Director of Student Life
 DATE: May 2, 2022
 SUBJECT: Student Life Staff **May 2022** Board Reports

Sylvia Hendricks- Director of Student Life

Key Issues/Items addressed in April 2022

Issues/Items	Actions/Assessment
Director of Student Life meetings, activities & training.	<p>Essential Meetings and events on behalf of planning and important information essential to Student Life and the college as a whole:</p> <ul style="list-style-type: none"> • The month of April is just one month away from the completion of the 2022 Spring Session and student prepare for finals and their succession ceremony which is the Commencement and we as staff prepare for the 2022 Summer and Fall Session. • I've attended all Leadership meetings with other team members held every two weeks on Monday mornings at 9:05 am. Participating in discussions and planning on a number of items presented by President Robertson and providing updates on Security, Athletics, the Food Program and the Residence. • Continue to attend most of the weekly O'odham Niok Sessions with other staff members on Mondays at 8:30 am during the month of April. • I continue setting up and attend the Himdag Committee meetings on zoom. The committee continues to work on a number of items from cultural activities and planning events on behalf of the college. The committee have been focusing on Mental and Physical Wellness for employees and students, along with working on preparations for the upcoming commencement as it returns to a face to face event. • I continue to work 4 days a week onsite with the exception of Tuesday I work remotely. • The following are additional events/meeting I attended and conducted during the month of April: (most of the meetings held virtually) <ul style="list-style-type: none"> ○ TOCC Board of Trustees Meeting- 4/14/2022 ○ TOCC All Staff Meeting- 4/22/2022 ○ Archery Field Meeting- 4/6/2022 ○ Residence Life Meeting- 4/6/2022 ○ Meeting w/Language Dept.- 4/5/2022 ○ Meeting w/Head Cook-4/11/2022 ○ Organizing Meeting for Back to School project- 4/13/2022 ○ Quick meeting w/Martha Lee- 4/21/2022 ○ Meeting w/Chief of Operations- 4/22/2022 ○ Met w/Senator Kelly's Staffer Representatives- 4/25/2022 ○ Mandatory Security Meeting- 4/28/2022

	<p>District and Community Presentations:</p> <ul style="list-style-type: none"> ○ Pisinemo District- 4/6/2022 ○ Chukut Kuk District- 4/9/2022 ○ Sif Oidak District- 4/9/2022 ○ Topawa Community- 4/10/2022 ○ Hikiwan District- 4/16/2022 ○ Gu Achi District- 4/23/2022 ○ South Komelic- 4/24/2022 <p>I'd like to highlight a few events & meetings conducted and or attended for your information:</p> <ul style="list-style-type: none"> ➤ I continue to work and meet with the responsible areas I oversee on progression and planning for upcoming semester sessions or upcoming events and updates on projects that they are working on. ➤ The Athletic Department continues the planning for the completion of the Apedag Ki: and is getting close to completion with staff working on ordering mirrors, lockers and equipment will be coming out of storage soon and getting set up. ➤ Director of Student Life and the Athletic Program are also working on getting the Archery Club re-established for interested students. Valentine Lee & Michael Stewart met with Clifford Pablo to assist with clearing out the relocated Archery Field. ➤ The Residence Life Coordinator and Student Life Director met with the O'odham Language Department and Director of Tohono O'odham Studies on the use of the Residence for their upcoming Immersion Language Training in late June for 1 presenter and participants. As they will be traveling from all the Early Childhood and HeadStart Programs throughout the nation. ➤ There was a Mandatory Security Meeting for Security Staff and invited Jai Juan, Recruiter, the Language Dept. and Director of Tohono O'odham Studies to provide information on the 2 upcoming events in order or Security to plan the best way to provide security for these events which are the Commencement as it will be onsite this year and the Emersion Training as they will be occupying the residence for a week long training in June. ➤ I continue to attend most of the District and Community Presentations and appreciate the time, comments and questions that they have provided and the Presentation has done an outstanding presentation along with other staff that he has asked to provide information. ➤ Worked on and with the Athletics and Residence staff on their FY23 budget that was completed and submitted by due date, along with the Student Life budget that was also completed for approval by the next level.
Food Program Information	<p>The renovation of the I-We:mta Ki: Kitchen to enlarge it is getting close to completion. The Chief of Operations continues to work on getting the stove operable.</p> <p>The Lead Cook continues to use the Gewkdag Son Ki: kitchen in the meantime to provide meals and snacks for students and staff.</p> <p>The Lead cook also continues to work with other divisions on providing meals for events.</p>
Community relations and outside college contacts	<p>Collaboration with other entities have all been done virtually due to the ongoing Pandemic situation in Arizona and the nation.</p>

Gabriel Valencia- Residence Life Coordinator

Key Issues/Items addressed in April 2022

Issues/Items	Actions/Assessment
--------------	--------------------

Current Residents	<ul style="list-style-type: none"> - Currently there are no student residents at this time. - Housing applications are being received - Currently have 9 applicants for Fall 2022 - Planning to re-open in the Fall of 2022
Preparation of physical structures	<ul style="list-style-type: none"> - New dressers have been installed - Old dressers were donated to the Family Preservation Program and Child Welfare on the nation - Quench water Dispenser installed in Women's and Co-ed dorms - 1 Refrigerator under repair
Termites	<ul style="list-style-type: none"> - Termites have been treated around all residence units
Alarm System	<ul style="list-style-type: none"> - Alarm system throughout units needs to be inspected due to continuous beeping and "trouble" light on
Leadership Meetings	<ul style="list-style-type: none"> - Residence Life Coordinator has attended leadership meetings as well as TOCC all staff meetings, both virtually
Student Housing webpage	<ul style="list-style-type: none"> - Updates have been made to the Student Housing page
Open Dorm Advertisement	<ul style="list-style-type: none"> - Met with TOCC recruiter - Filmed new advertising videos and photos - Ordering new brochures/pamphlets - Updated Flyers - Distribute Flyers and Information to High Schools and Communities - Scheduling future showings with recruiter for HS groups visiting campus
FHLC Meetings	<ul style="list-style-type: none"> - Preparation for the O'odham language summer training program has begun, planning for June '22
On campus visitors and tours	<ul style="list-style-type: none"> - BHS Field Day – May 12th - Middle School Promotion day – May 19th

Michael Steward- Athletic Head Coach

Key Issues/Items addressed in April 2022

Issues/Items	Actions/Assessment
Working status	<ol style="list-style-type: none"> a) During the month of April, the Athletic Department has continued working partially remotely through this pandemic.
Coaching and Recruiting	<ol style="list-style-type: none"> a) Continued recruiting runners for 2022-23...awaiting list from Coach Francisco. b) Looking at Track Meets in the Spring to attend for recruiting purposes and continue training for 2022 Fall Cross Country Season. c) Continue sending workouts to current Athletes and potential future Athletes. d) Encouraging student athletes to register for the dorms.
Scheduling	<ol style="list-style-type: none"> a) Have begun reaching out to schools for potential meets for 2022-23 season.
Academics	<ol style="list-style-type: none"> a) We have been in contact with student athletes regarding their grades. b) Continuous follow up with runners on classes/credits and class schedule. c) Preparing for next semester and class schedules.

	<p>d) Encouraging runners to get involved with programs being shared through TOCC email, Internships and summer programs.</p>
Administration	<p>a) Met with Clifford Pablo to discuss clearing the area out for the Archery Range. b) Attended NJCAA National Convention in Birmingham. c) Participated in NJCAA EDI Committee. d) Participated in NJCAA D2 Men's Basketball weekly committee meetings. e) Participated in NJCAA D2 Golf national committee meeting.</p>
Health and Wellness	<p>a) Have remained in communication with AZ Health to discuss next steps to install flooring and arrival of equipment. b) Made a walkthrough of Apedag Ki: to inspect installation of flooring. c) Continued price comparisons for TVs for Apedag Ki: d) We have continued meeting weekly as a staff to discuss the rollout of the Wellness Program. e) Have reached out to potential guest speakers/instructors for the wellness program. f) Continued meeting with Tucson Wellness to talk about individual/group strength training when Apedag Ki: is up and running. g) Completed our 19th month of the Wellness Programming and have begun planning programming for April.</p>
Budget/Fundraising	<p>a) We have gotten current on Jenzabar. b) Completed the FY23 Budget.</p>
Outreach/Community Service	<p>a) Due to COVID and the ongoing restrictions from the Nation's Executive Office, no community service or outreach have been planned. b) Toured the new TOKA Recreation center c) Talked with Jayelle Harrison of Pascua Yaqui Health Department about running a summer basketball camp. d) Worked out with BHS track & field team. e) **Continued** co-host for a Men's Virtual Talking Circle through the National Foundation "A Call to Men". This virtual talking circle is for Native Men and those who identify as Men, to address the ongoing Missing and Murdered Indigenous Women and Girls. Trying to create a healthy view and outlook for men in tribal communities.</p>

Valentine Lee- Lead Security

Key Issues/Items addressed in April 2022

Issues/Items	Actions/Assessment
Student Issue/Disciplines	We had zero reports for the month of April
Temperature Check Station	<ul style="list-style-type: none"> • The Temperature Check Station had a few incidents where it would not print out stickers when people checked in. The kiosk is working fine now. • Some employees still use the paper check in form. Security continues to perform rapid tests for employees and vendors as needed. • We had none of our employees test positive this month. • Security continues to follow protocol after someone tests positive. • Security has turned away a vendor due to not being vaccinated or not having proof of vaccination. • We continue to have students/visitors who try to come into I:We:mta Ki: without checking in; They are referred back to the check in station.
Security Staff	<ul style="list-style-type: none"> • Security has no incident reports for the month of April.

- | | |
|--|---|
| | <ul style="list-style-type: none">• Security is getting ready for commencement coming up on the 19th.• Security is continuing to work hard to insure Employees are safe and following guidelines.• We check on buildings at both campuses to make sure all facilities are locked and secure after hours. A Small Snake was removed near the I-We:mta Ki: |
|--|---|

TOCC Board of Trustees Regular Meeting

May 12, 2022

ADDENDUMS & ADDED AGENDA ITEMS

May 2022 Resource List Addendum – Human Resources May 2022 BOT Report

TOHONO O'ODHAM COMMUNITY COLLEGE

TO: BOARD OF TRUSTEES
THRU: PAUL ROBERTSON, PRESIDENT
FROM: MICKIE WIDENER, HUMAN RESOURCES ASSISTANT
SUBJECT: ADDENDUM- MAY 2022 RESOURCE LIST
DATE: 5/13/2022
CC: FILE

Background

The following employees are recommended for the Board's consideration as a new hires and separations.

Recommendation

The President recommends the approval of the employees on the attached list as a new hires and separations for the Tohono O'odham Community College.

RESOURCE LIST
March 2022

New Hires:

Name	Position	Date
Celia Andrews	Administrative Assistant-Finance	5/2/2022
Christina Coffman	Academic Advisor Coordinator	5/5/2022
	<p>Ms. Christina Coffman was Graduate/Teaching Assistant at Wayne State College for two years and nine months and Tutor with TRiO Student Services at Wayne State College for two years four months. Ms. Coffman was Administrative Assistant with Ohiya Casino and Resort for two years and eight months.</p> <p>Ms. Christina Coffman received her Master in Science in Education-Instruction and Curriculum from and her Bachelor of Arts –English Writing and Literature from Wayne State College.</p> <p>Ms. Coffman received her Associates of Science- Early Childhood Education from Nebraska Indian Community College.</p>	
Myriah Cypriano	Administrative Assistant-Student Services	5/3/2022
	<p>Ms. Myriah Cypriano was Student Success Center Intern for TOCC for two years and one month and she was Teacher Assistant/Cultural Advisor with University of Arizona for five months. Ms. Cypriano was Administrative Assistant with University of Arizona for one year and five months. She was Pre-k Paraprofessional with Baboquivari Unified School District for two years.</p> <p>Ms. Myriah Cypriano received her Bachelor of Arts in American Indian Studies from University of Arizona and Her Associates of Science in Life Science from Tohono O’odham Community College.</p>	
Sonya Juan	HR Director	4/29/2022
	<p>Mrs. Sonya Juan was Human Resources Analyst (dual duty) for two years and four months and she was Claims Analyst for two years and two months. Mrs. Juan was Human Resources Specialist for one year and four months and she was Human Resources Generalist for one year. Mrs. Juan was Records Information System Technician for one year and five months with Tohono O’odham Nation Human Resources. Mrs. Sonya Juan was Secretary/Court Clerk II for one year and five months with Tohono O’odham Nation Justice Center and she was Receptionist/Secretary for three years and four months with Tohono O’odham Nation Motor Pool. She was Office Assistant</p>	

	for one month at Schuk Du'ag District and worked in Medical Records for one month.	
	Mrs. Sonya Juan received her Bachelor's Degree in Criminal Justice from Brookline College.	

Separations:

Dr. Sudip Sen	Dean of Student Services	4/25/2022
Sharon Ramon	Accounting Technician	4/22/2022
Tim Larsen	Assistant Coach	5/25/20225/2022